

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES

AN EQUAL OPPORTUNITY EMPLOYER

The County of Potter needs qualified individuals to fill the following position. If you are interested and feel that you are qualified or if you know someone who might be qualified for this position, **submit application, resume and references to the Human Resource Department, Room #705 of the Santa Fe Building, 900 S. Polk., Amarillo, TX 79101.** Applicants will be interviewed only if they meet the necessary requirements and qualifications for the following:

JOB TITLE **ASSISTANT DISTRICT ATTORNEY**

JOB DESCRIPTION: Under general direction from the elected 47th District Attorney, this position represents the State in all matters handled by the 47th District Attorney Office. Screens, files and Prosecutes felony crimes; handles assigned cases from intake through appeal. Evaluates cases for filing or presentation to the grand jury by reviewing police incident and investigative reports, examining physical evidence and crime scenes, interviewing witnesses, surveying criminal histories, directing additional investigation when necessary, and drafting charging instruments. Counsels and discusses cases with probation officers, law enforcement officials, victims, and witnesses. Handles all necessary pre-trial matters including plea-bargain/sentencing negotiations and evidentiary/suppression hearings. Prepares cases for trial by issuing subpoenas, preparing witnesses, manufacturing trial exhibits, filing all necessary motions and notices, and generating trial strategies. Conducts trial of cases to a jury or to the bench by selecting jury panels, presenting evidence, cross-examining opposing witnesses, and making legal arguments. Handles appeals by reviewing court transcripts, assessing all relevant legal issues, conducting legal research, preparing briefs, and presenting oral arguments to the Court of Appeals if necessary. Provides training for law enforcement agencies and advocate groups. Gives lectures to law enforcement, community groups and civic organizations. Responds to citizen inquiries regarding legal issues and current cases.

SKILLS REQUIRED: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of bond forfeitures and asset seizures and forfeitures
- Knowledge of the methods, practices, and courtroom procedures involved in civil and criminal matters
- Knowledge of relevant criminal and civil laws including statutes, rules of evidence, case law and appellate procedures
- Knowledge of the general principles of criminal case administration and methods of criminal justice practice
- Knowledge of Potter County 47th District Attorney's office regulations, policies, and procedures Knowledge of the general methodologies and practices employed by Potter County law enforcement agencies
- Skill in reviewing and interpreting complex legal issues
- Skill in screening and preparing cases for filing or presentation to a grand jury

- Skill in prosecuting both misdemeanor and felony cases
- Skill in preparing and presenting cases for appellate review Skill in managing a mixed civil and criminal caseload
- Skill in establishing and maintaining effective working relationships with supervisors, co-workers, other law enforcement agencies and the public
- Attends and participates in law enforcement TLETS training and annual continuing legal education as required by the State of Texas.

EDUCATION AND EXPERIENCE: Juris Doctorate from an accredited law school.
Must have license to practice law in the State of Texas and be in good standing with the State Bar of Texas.

STARTING SALARY: \$60,000's plus depending on experience

PHYSICAL ACTIVITIES REQUIRED: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to talk and hear.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee usually works in a normal office setting or in a courtroom setting. The employee must interview and prosecute criminals, and is occasionally exposed to health or physical hazards.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED

POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES.

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The Potter County Extension Office currently has an opening for the position of Extension Program Assistant. If you are interested in a position and feel that you are qualified or if you know someone who might be qualified for this position, please submit an application to the Human Resources Dept., Suite 705, Santa Fe Building, 900 S. Polk, Amarillo, TX 79101. Applicants will be interviewed only if they meet the necessary requirements and qualifications for the following:

JOB TITLE EXTENSION PROGRAM ASSISTANT

**ESSENTIAL DUTIES
AND REQUIREMENTS:**

Design educational programs
Recruit and train volunteers
Network with teachers and volunteers
Maintain community relationships with coalitions and advisory groups
Marketing educational programs to school administration and advisory groups
Serve on community and advisory boards
Attend training and “train the trainer” in specific subject matter areas of agriculture and family & consumer sciences, & youth development
Plans with the supervising agent for literature and other materials needed for conducting programming

Other important duties and responsibilities:

Attendance at office conferences with entire staff
Monthly reporting to Texas AgriLife Extension Service through Texas, and County Commissioners Report
Evaluation and interpretation documents and relationships
Maintain professional appearance
Maintain office in professional manner
Fill in for Office Manager in their absence (answer phones, assist clientele, Making meeting room reservations, etc.)
Quarterly summaries of all programming efforts

QUALIFICATIONS:

Knowledge / Ability of:

Have excellent verbal communication skills
40 hours per week. Must be willing to work evenings and weekends as needed.
Have the ability to explain an issue clearly and accurately to Extension Educators, volunteers and teachers
Maintain and organize curriculum enrichment programs within the Extension department and external organizations and institutions including public, private and home schools
Have the ability to work within deadlines and / or complex circumstances
Have the ability to get along with demanding individuals.
Marketing non-profit organizations

**Proof of automobile liability insurance and Valid Driver’s License is required.
Must be willing to work evenings and weekends as needed.**

EDUCATION/EXP:

Bachelor's degree required. Education and Horticulture experience preferred.

PHYSICAL ACTIVITIES REQUIRED: Perform physical activities as job requires. Lifting 25 to 50 pounds.
Work in an office, in schools, barns and other circumstances as needed

STARTING SALARY: Starting salary based upon qualifications and experience

APPLICATIONS WILL BE ACCEPTED UNTIL FILLED.

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