

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.

POTTER COUNTY SHERIFF'S OFFICE

EMPLOYMENT OPPORTUNITIES

AN EQUAL OPPORTUNITY EMPLOYER

The Potter County Sheriff's Office needs a qualified individual to fill the following position. If you are interested in this position and feel that you are qualified and feel you are qualified, **you can find an application at www.pottercountysheriff.org or pick one up at the Sheriff's Office, 608 S. Pierce, Amarillo, TX 79101.** Applicants will be interviewed only if they meet the necessary requirements and qualifications for the following:

JOB TITLE: MEDICAL OFFICER – Potter County Sheriff's Office

DEPARTMENT: SHERIFF
DIVISION: DETENTION
POSITION: MEDICAL OFFICER
SUPERVISOR: MEDICAL SUPERVISOR

JOB DESCRIPTION:

The medical officer provides immediate and long term healthcare needs for inmates in the custody of the Sheriff. Must possess a working knowledge of the specialty areas of medical protocol such as public health, infectious disease, emergency medicine, OB/GYN and mental health. Provide care for difficult patients and issues of intensive medical care.

EXAMPLES OF TASKS PERFORMED:

1. Provides both emergency and non-emergency medical care to inmates.
2. Administers prescribed medications.
3. Observes and assesses health needs of inmates.
4. Participates in planning and implementation of all health care for inmates.
5. Medically clear inmates in booking area.
6. Responds quickly to calls for assistance to all areas of the Detention Center as directed by central control or as needed.
7. Charts in medical files.
8. Recording and TB testing of inmates.
9. Provide blood draws as ordered by contract physician or court order.
10. Maintains records of drugs and medications
11. Assist in medical care plans of inmates.
12. Performs related work as assigned.

REQUIREMENTS:

Must be a State of Texas Licensed Registered Nurse, Licensed Vocational Nurse, or Licensed EMT-P. Must be able to pass state jail standards training and test for licensing as a corrections officer.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of office rules, regulations, policies and procedures
- General emergency provider knowledge
- Ability to function safely and effectively within a correctional environment
- Ability to work in high stress situations
- Knowledge of security procedures and techniques
- Knowledge of psychiatric/mental health problems
- Communicate effectively both verbally and in writing
- Use of medical instruments and laboratory equipment
- Conduct physical health assessments
- Establish and maintain effective working relationships with employees

SALARY: \$55,821.12 (FLSA-nonexempt)

APPLICATIONS WILL BE ACCEPTED UNTIL FILLED

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