

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.

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES
CENTRAL PERSONNEL

AN EQUAL OPPORTUNITY EMPLOYER

The County of Potter needs qualified individuals to fill the following position.

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, contact the **Personnel Department, 7th Floor, Room 705 of the Santa Fe Building, 900 S. Polk Street or view online www.co.potter.tx.us**. The decision to interview an applicant is made at the sole discretion of the department head or elected official in whose department the opening exists. The following requirements and qualifications are necessary to apply for the position:

JOB TITLE: SEASONAL SUMMER ROAD MAINTENANCE TECHNICIAN

SKILLS REQUIRED: 18 Years of age or older, Class A-CDL or Class B-CDL
Valid Texas Drivers' License, Driving record will be checked
Dependability is a must
Minimum of two (2) years experience in operating Road Repair equipment
Ability to follow instructions & make decisions
Heavy exposure to insects, bees, wasps, dust, poisonous plants and extreme weather conditions
Must respect & maintain equipment
Ability to watch for hazard potentials

HOURS: 7:00 A.M. TO 5:30 P.M. Monday through Thursday

STARTING SALARY: \$12.00 per hour DOE

PHYSICAL ACTIVITIES REQUIRED: Including but not limited to: Bending, Carrying, Reading, Cleaning, Crouching, Kneeling, Lifting, Pouring, Walking, Squatting, Turning, Stooping, Standing

Requirements also include passing a drug test.

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COUNTY OF POTTER
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<u>JOB TITLE:</u>	TECHNICIAN II
JOB REQUIREMENTS:	Knowledge and (3) years experience in commercial HVAC and mechanical operations, maintenance and preventive maintenance.
JOB DESCRIPTION:	Perform duties in full construction from design, to actual work and cost estimating, manage multiple projects and deadlines. Perform duties in commercial HVAC, boiler operation, maintenance, preventive maintenance, emergency response, building automation operations, etc. Six (6) months introductory period of employment. APPROVED PERSONAL HAND TOOLS REQUIRED
JOB DUTIES:	Display and maintain knowledge in all aspects of full construction from design, blue print reading, code enforcement requirements, perform actual construction and finish work as required. Perform work duties in heating, electrical, plumbing, construction, preventive maintenance, code enforcement, blue print reading, schematic reading, computer operations. Make proper decisions and evaluate work to be performed and manage multiple projects and deadlines by performing work. Establish & maintain safety and welfare of county facilities and equipment, etc.
EQUIPMENT USED:	Carpenter tools, electric meters, power tools, hand tools, plumbing and sewer machines, extension and step ladders, scaffold, conventional and airless spray equipment, computers, but not limited to.
REQUIRED:	VALID TEXAS DRIVERS LICENSE – In good standing, driving record will be verified. High School Education or Equivalent.
WORK HOURS:	7:30 a.m. to 4:00 p.m. Monday – Friday or 7:00 a.m. to 3:30 p.m., Monday – Friday Emergency after hour response on call duty, and open early duty.
OFF DUTY HOURS:	Mandatory on call schedule required (weekends & holidays), emergency response required.
PHYSICAL ACTIVITIES REQUIRED:	Including but not limited to: bending, carrying, cleaning, crouching, cutting, kneeling, lifting 40 pounds and over, digging, drilling, handling, hearing, holding, repairing twisting, stooping, reading, installing, sitting, walking, climbing, turning, unloading, crawling, standing, driving, etc.
STARTING SALARY:	\$36,345.46

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JOB TITLE

INFORMATION TECHNOLOGY MANAGER

JOB RESPONSIBILITIES: Plan, develop, implement, and oversee the use of technology throughout the organization. Responsibilities will include financial resources management as well as other resource management such as personnel. A strong background is needed in Service Level Agreements and metrics to track initiatives and the success of those items. Additional background in project management, system design, and time management is required on a daily basis. This position will be a direct report to Commissioner's Court and will also have an array of direct reports assigned to it.

Work with purchasing department and user depts to acquire approved hardware and software. Provide for maintenance and/or replacement of all hardware and software. Receive project requests from all Potter County Departments for IT Services.

Analyze those requests for services with regard to time & resource requirements. Prepare planning reports for presentation to County Commission & User Depts. Set priorities for all request and make assignments to staff.

JOB DESCRIPTION:

Manage the deployment, monitoring, maintenance, development, upgrades, and support of all IT systems and initiatives including servers, workstations, telephones, software, peripherals, and vendor relationships.

Provide essential communications during upgrades, installs, conversions, and maintenance to other departments and personnel beyond the department. Plan and set expectations for new initiatives and projects throughout the organization. Communicate directly to Commissioners in open court as well as a monthly report including metrics and project management information.

Manage several direct reports including hiring, training, evaluation, discipline and discharge. Continually develop the IT staff to manage the dynamic change often associated with technology. Manage, develop, and document disaster level planning and initiatives throughout the organization as it relates to technology. Manage financial aspects of the department including budgeting, purchasing, and review of purchases.

Manage the servers, security, network, telecommunication, and equipment throughout the organization

Participate in the RFP negotiation process for large items purchases as well as manage new and existing vendor relationships within the organization. Develop policies and procedures for the entire enterprise as they relate to information technology.

Manage a small staff and have the ability to step in at any level to assist or accomplish the needed tasks.

Participate in additional committee assignments from the Court in enterprise level initiatives beyond the scope of just Information Technology.

EDUCATION: Minimum Bachelor's Degree in Computer Science or equivalent experience. Overall understanding and knowledge of IT concepts involving Networking VoIP, Linux, Windows Operating systems for workstation and server, SQL server, Cobol, Mail exchange services, file management, VMware, and SAN concepts including HA and DRS.

Concepts of Project Management and 5 year planning for IT services and infrastructure. Understanding of financial resource planning and management.

EXPERIENCE: Three years experience in a management position or leadership role.

ACTIVITIES
REQUIRED: Including but not limited to: Walking, standing, stooping, lifting, and bending, reading, writing, seeing, hearing, speaking.

STARTING SALARY: Depends on Applicant Qualifications/Decision made by Commissioners Court

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JOB TITLE

SUMMER MOWERS

SKILLS REQUIRED: 18 Years of age or older
Valid Texas Drivers' License, Driving record will be checked
Dependability is a must
Minimum of two (2) years experience in commercial mowing
Ability to follow instructions & make decisions
Heavy exposure to insects, bees, wasps, dust, poisonous plants
and extreme weather conditions
Must respect & maintain equipment
Ability to watch for hazard potentials

HOURS: 7:00 A.M. to 5:30 P.M. Monday through Thursday

STARTING SALARY: \$10.00 per hour

PHYSICAL ACTIVITIES REQUIRED: Including but not limited to: Bending, Carrying, Reading, Cleaning, Crouching, Kneeling, Lifting, Pouring, Walking, Squatting, Turning, Stooping, Standing

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