

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: \$68,000 depending on experience, coverage under the Potter County Health Plan for employees and eligible dependents is available. State Bar dues, (from the time of hire forward), CLE and membership in TDCAA will be paid by the 47th District Attorney's Office for the selected candidate.

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.

Applicants should anticipate a complete and thorough background investigation and review of any criminal history. Candidates selected for an interview will be notified by phone or mail and be required to travel to Amarillo for a face to face interview. **Travel expenses for required interview cannot be reimbursed.**

Interested candidates may also submit a Potter County employment application (accessible at www.co.potter.tx.us) and forward said application, letter of interest, resume, and references to:

Potter County Human Resources Department
900 S. Polk Street, Suite 705
Amarillo, Texas 79101
E-mail: terrirobertson@co.potter.tx.us

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED

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JOB TITLE ASSISTANT COUNTY ATTORNEY – CRIMINAL DIVISION

The Potter County Attorney's Office has an opening, effective immediately, for a misdemeanor criminal prosecutor. This position will be dedicated to the Family Violence Section.

ESSENTIAL FUNCTIONS:

- (1) All aspects of prosecution of misdemeanor offenses, pertaining to family violence, including case screening, preparation of pleadings, motions, affidavits, warrants and other paperwork as necessary, witness preparation, securing and marshaling of evidence, and representation of the State of Texas in pretrial proceedings, as well as in criminal bench trials and jury trials in justice courts, the constitutional County Court and Potter County's two statutory county courts; as well as in community supervision revocation proceedings;
- (2) Formulation, justification and communication of plea offers in misdemeanor cases;
- (3) Working with judges, court staff, law enforcement officers, defense attorneys, pro se defendants (when permissible by law), victims, witnesses and office staff in the preparation and prosecution of criminal litigation;
- (4) Performance of legal research necessary to effectively represent the State of Texas in criminal cases;
- (5) Preparation of briefs and other documents required in appeals of criminal cases and, ultimately, participating in argument if appropriate;
- (6) Advising law enforcement agencies and officers on issues of criminal law and criminal procedure;
- (7) Answering public inquiries regarding the duties of the County Attorney's office;
- (8) Answering inquiries from other governmental agencies regarding the duties of the County Attorney's office; and
- (9) Other duties as assigned by the Criminal Division Chief or the County Attorney.

The position involves primarily indoor work assignments, including: office work; preparation of complaints, informations, warrants, motions and supporting documentation and other documents, including briefs, necessary for the commencement, prosecution and appeal of criminal cases; interviewing witnesses and parties; provision of required discovery; and litigating in trial and appellate courts. Lifting of materials up to 25 pounds may be necessary. Regular, timely attendance is an essential function of the position. Candidates should be proficient in electronic legal research (such as Westlaw or LEXIS). Candidates should possess superior communications skills. Abilities to manage a considerable docket of active cases and consistently satisfy deadlines in the face of competing time demands are essential functions of the position. The selected candidate must be able to demonstrate these skills and perform these functions with minimal direction from supervisory attorneys. Additionally, interacting with coworkers, staff, court personnel, defense counsel and their staffs, law enforcement officers, community supervision and corrections personnel and members of the public in a professional and courteous manner is considered to be an essential function of the position.

EDUCATION AND EXPERIENCE:

Candidates must have a J.D. or equivalent degree from an accredited law school and be licensed to practice law in Texas. However, applicants awaiting November bar results will be considered.

STARTING SALARY:

Salary range for the position begins at roughly \$57,000, plus County benefits. State Bar dues, (from the time of hire forward), CLE and membership in TDCAA for the selected candidate will be paid by the County Attorney's Office.

INSTRUCTIONS TO APPLY FOR POSITION:

Candidates selected for an interview will be notified and will need to travel to Amarillo for the interview. Interview expenses cannot be reimbursed. Interested candidates must submit a Potter County employment application (which may be accessed at www.co.potter.tx.us) a letter of interest, resume or curriculum vitae, writing sample and references to:

Potter County Human Resources Department
900 South Polk Street, Suite 705
Amarillo, Texas 79101
E-mail: terrirobertson@co.potter.tx.us

Additionally, interested candidates should e-mail a letter of interest, resume or curriculum vitae, writing sample and references to Christy L. Drake, Criminal Division Chief, at christydrake@mypottercounty.com

A background investigation of each applicant, including review of any criminal history information, may be conducted

APPLICATIONS WILL BE ACCEPTED UNTIL FILLED

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JOB TITLE

COURT COORDINATOR

- JOB DESCRIPTION:**
- 1) Monitor case and courtroom activities to insure an even case flow, adjusting settings as necessary, and maintaining liaison with other Court Coordinators and County Clerk regarding transfer of cases between courts.
 - 2) Prepare and post daily dockets, showing the cause number, time of setting, names of the parties, names of the attorneys, type of cases, and the nature of the setting; distribute copies to those affected.
 - 3) Prepare and maintain the court's docket sheets.
 - 4) Prepare and maintain a calendar for the court.
 - 5) Maintain and manage the court's files.
 - 6) Anticipate the jury needs of the court and request assignment of jury panels from the District Clerk.
 - 7) Check the clerk's files daily and as often as necessary on cases to be heard by the court and insure the availability of same for use by the judge.
 - 8) Conduct docket control conferences with litigants or their attorneys under the direction of the judge for the purpose of setting cases for trial or hearing, establishing pleading and discovery deadlines, and taking reasonable measures to move the cases into the trial schedule.
 - 9) Monitor the progress of all cases after the docket control conferences to keep the docket active and the judge's bench time fully utilized.
 - 10) Monitor judgements, decrees, dismissals, non-suits, motions and other orders, as presented, to make certain they are ready for the judge's consideration and signature, notifying the attorneys and pro se parties, as appropriate, of the signing of such documents.
 - 11) Act as liaison between the judge and Court Coordinators, as necessary, so as to promote cooperation and assistance between the Courts.
 - 12) Act as liaison between the judge and the general public, screening phone calls and correspondence regarding cases on the docket, so as to avoid the judge receiving inappropriate ex parte information or presentations.
 - 13) Other duties assigned by Judge.

SKILLS REQUIRED: Typing 80 WPM accurately
Proficient with Microsoft Office/Word Processing skills
Familiar or learn Odyssey Case Management software and Texas e-file
Strong telephone skills
Above-average verbal & non-verbal communication skills

LEGAL KNOWLEDGE Legal secretary, paralegal or other legal experience is preferred. Must have familiarity with Texas law applicable to area of duties, e.g., Rules of Civil Procedure, Code of Criminal Procedures, Penal Code, Family Code, Probate Code, and Civil Statutes.

PHYSICAL Including but not limited to: data entry, typing, standing, sitting, lifting,
ACTIVITIES sorting, stooping, reading, bending, carrying, filing, walking,

STARTING SALARY: \$53,055.68 – \$63,055.68 per year DOE

POSITION NOT LOCATED ON GROUND LEVEL

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JOB TITLE: COUNTY COURT AT LAW 1 COURT BAILIFF

Potter County is currently accepting applications for Bailiff to serve in Potter County Court at Law.
Current Peace Officer certification and TCOLE Court Security Officer certification required.
Applicant must be organized and a self-starter. This is a smoke-free workplace.

JOB DEFINITION: Provides courtroom security and enforces the court's rules on decorum and conduct and is responsible for administrative duties assigned by the judge of the court

JOB REQUIREMENTS:

1. At least 21 years of age.
2. High school graduate.
3. Certified as a peace officer by the State of Texas.
4. Completed Court Security Officer Training.
5. Provide and maintain own duty weapon and accompanying equipment.
6. Provide and maintain own uniform (currently: Jury days-navy blue blazer, khaki pants, white shirt, conservative tie. Non-jury days-Button-down shirt with court seal and appropriate pants)
7. Be able to stand, sit, bend and twist.
8. Be able to stand for periods of up to three hours at a time.
9. Be able to lift and carry 50 lbs. for a minimum distance of 100 feet.
10. Work well with others.

DUTIES:

1. Maintain security and decorum in the courtroom at all times.
2. Act as a liaison between the court and the public, and project a positive image of the court;
3. Attend all sessions of the court.
4. Prepare courtroom and jury room for docket calls, hearings, and trials.
5. Organize, prepare, and maintain paperwork for arraignments, hearings, guilty pleas and trials.
6. Fingerprint defendants as required.
7. Supervise prisoners in courtroom, and assist in transporting prisoners to and from the courtroom;
8. Work with juries.
9. Perform research and other duties as directed by the judge.
10. Assist other court personnel, bailiffs, and courthouse security officers as needed.
11. Maintain Peace Officer Certification.
12. Maintain Court Security Officer certification.
13. Maintain qualification with duty weapon.

Job Description:

Non-exempt employee. Responsible for court security, including courtroom and court offices. Works with juries to address their needs during trial. Works extensively with the public and lawyers, and must exhibit proper decorum and a helpful attitude to reflect positively on the court, the judicial system, and Potter County in general, while maintaining a secure and safe environment. Must wear uniform. Work involves performing specialized tasks requiring a thorough knowledge of judicial rules and procedures.

Works in courtroom and office, carries documents and equipment between work areas. Occasionally works with other judges, bailiffs, and courthouse security personnel as needed.

STARTING SALARY: \$47,468 to \$57,468 DOE + Certificate pay Benefits

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The County of Potter needs qualified individuals to fill the following positions. 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. 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 **CUSTODIAN I - DAYS**

- SKILLS REQUIRED:** High School Diploma or GED required.
Minimum of two (2) years commercial custodial experience.
Physically capable of performing - heavy vacuuming, mopping,
Floor care, cleaning during a regular (8) hour shift.
Knowledge of chemical cleaning agents, their use and precautions
needed in their handling.
Knowledge in all phases of custodial work.: complete floor care,
Polishing brass and metals, window cleaning.
Ability to take instructions and follow through to conclusion.
Ability to work congenially with others and public.
Familiar with life safety codes.
Extreme physical activities may be required.
Stocking Supplies.
- JOB DESCRIPTION:** As described but not limited to, perform commercial custodial duties
In all county facilities, floor care, clean restrooms, emergency response,
Empty trash, maintain auditorium and lease areas, perform work in county
Facilities as scheduled, stocking supplies. All other duties as assigned.
- EQUIPMENT USED:** Commercial vacuums, mops, ladders, scaffolding, extractors, shampooing,
Buffers, cleaning carts, chemical management systems, dusters.
- WORK HOURS:** 7:30 A.M. TO 4:30 P.M. Monday through Friday
After hours emergency on call response required
Six (6) months introductory period of employment
- LICENSE REQUIRED:** CURRENT TEXAS DRIVERS LICENSE IN GOOD STANDING, WILL BE
VERIFIED
- PHYSICAL
ACTIVITIES
REQUIRED:** Including but not limited to: Bending, carrying, reading, cleaning,
crouching, kneeling, lifting, pouring, walking, squatting, turning,
stooping, standing, pushing, pulling, sitting, twisting, reaching, repetitive motion,
Hearing, holding, unloading, loading, climbing, crawling, and capability of heavy lifting.
- SALARY:** \$ 27,434.64 per year DOE

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JOB TITLE: **APPLICATION DEVELOPER**

DESCRIPTION: A creative, fun, collaborative, and fast-paced environment where you will:
Develop new mobile and web apps
Maintain and enhance existing software packages
Convert legacy applications to modern languages
Lead the implementation of Agile and other programming methodologies

REQUIREMENTS: Self-motivated, independent thinker with excellent planning/time management skills
Verifiable track record of successful projects of increasing scope and complexity
Verifiable track record of excellent customer service in a professional environment
Ability to work well with others in a team environment

EDUCATION: Industry-standard technical certifications such as MCSD, ACE, etc. are a plus
A four-year degree or equivalent combination of education and experience are a plus

PREFERENCES: Fluency in COBAL, ASP.NET, Visual Studio, and Microsoft SQL Server is a plus

STARTING SALARY: Up to \$70,000 annually, depending on qualifications

BENEFITS PACKAGE: Health/dental/vision/life insurance available
Participation in the TCDRS matching retirement program
Training to keep your skills current as you grow

HOURS WORKED: 40 hours per week plus overtime, as needed, on a compensatory time basis

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JOB TITLE	TAX OFFICE CLERK LEVEL I
JOB REQUIREMENTS:	Heavy data entry/ Type 40 WPM Ability to balance a cash drawer 10 key by touch Good public relations skills Good communication skills High School diploma or GED Ability to multi-task Word & Excel experience helpful Bookkeeping experience helpful but not mandatory
MENTAL ACTIVITY REQUIRED:	Included but not limited to: calculate, coordinate, evaluate, inspect, organize, read, sort, compare, problem solve, copy
PHYSICAL ACTIVITIES REDQUIRED:	Including but not limited to: standing, walking, lifting sitting, kneeling and bending
SALARY:	\$2,200 per month DOE

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