

## HAYS COUNTY JOB DESCRIPTION

Job Code: 0790  
Grade: 116  
FLSA: Exempt

Prepared by: Human Resources Department  
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### Attorney I

Essential functions, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Summary

Under general direction from the elected District Attorney, this position prosecutes misdemeanor cases and operates as Justice of the Peace Prosecutor when needed.

#### Responsibilities

- Prosecutes misdemeanor crimes.
- Handles assigned cases from intake through appeal.
- Evaluates cases for filing 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.
- Tries both jury and court-trial cases 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.
- Represents the State in involuntary civil commitment proceedings.
- Covers juvenile detention hearings, protective order matters, and Justice of the Peace proceedings when necessary.
- Responds to citizen inquiries regarding legal issues and current cases.
- Performs other duties as assigned.

#### Knowledge Required

- Knowledge of the methods, practices, and procedures involved in criminal prosecutions.
- Knowledge of Appellate Procedure.
- Knowledge of Code of Criminal and Civil Procedure.
- Knowledge of relevant criminal and civil laws including statutes, rules of evidence, and case law.
- Knowledge of the general principles of criminal case administration and methods of criminal justice practice.
- Knowledge of Hays County District Attorney's office regulations, policies, and procedures.
- Knowledge of the general methodologies and practices employed by Hays County law enforcement agencies.
- Knowledge of Hays County Local Rules of Court.

#### Required Skill

- Skill in reviewing and interpreting complex legal issues.
- Skill in prosecuting both misdemeanor and felony cases.
- Skill in preparing and presenting cases for appellate review.
- Skill in managing a large caseload.
- Skill in establishing and maintaining effective working relationships with supervisors, co-workers, other law enforcement agencies, and the public.

#### Education and/or Experience

- Juris Doctorate from an accredited law school.

#### Other Qualifications, Certificates, Licenses, Registrations

- License to practice law in the State of Texas.
- Attends and participates in law enforcement TLETS training and annual continuing legal education as required by the State of Texas.
- Successful completion of basic TLETS certification.

#### **Supervision**

- Generally none

#### **Guidelines**

The Attorney I must use judgment in interpreting precedence, and appropriate application of policy and procedure to specific cases or problems. Situations to which the existing guidelines cannot be applied without significant deviations are referred to the District Attorney. This position must have a strong work ethic. The Attorney I must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude.

#### **Emotional Demands**

This position must handle a stress level of dealing with groups and large numbers of argumentative or emotional contacts within the general public and Hays County departments. The Attorney I meets with contacts in a structured setting at Hays County facilities or courtroom. This position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, or uncooperative. This position may have to settle matters involving controversial issues involving persons of diverse viewpoints.

#### **Physical Demands**

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 to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, walk, crawl, kneel, stoop, climb or balance.
- Frequently sit.
- Occasionally lift and/or move up to 35 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

**Work Environment**

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 such as violent or contagious individuals.

**Acknowledgement**

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position: