



## HAYS COUNTY JOB POSTING

|                             |  |                             |                   |
|-----------------------------|--|-----------------------------|-------------------|
| <b>Job Title</b>            | Attorney I-III - Civil                                     | <b>Job Number</b>           | 607-0787-122021   |
| <b>Department Head</b>      | Hays County Criminal District Attorney                     | <b>Date Open</b>            | December 20, 2021 |
| <b>Salary Range Minimum</b> | \$70,472.92 - \$85,271.75 Annual – Dependent on Experience | <b>Application Deadline</b> | Until Filled      |

**In order to be considered for employment with Hays County submit the following documents:**

- Hays County Application
- Cover Letter
- Resume

**Find Hays County Employment Applications at:**

- Hays County website – [www.hayscountytexas.com](http://www.hayscountytexas.com)
- Pre-printed forms at the Hays County Human Resources department
- Request PDF forms from [amanda.cowan@co.hays.tx.us](mailto:amanda.cowan@co.hays.tx.us) via email

**You may submit your application documents in any of the following ways:**

- Hand-deliver to 712 South Stagecoach Trail, Suite 1063, San Marcos, TX 78666
- Fax: 512-393-2227
- Email: [amanda.cowan@co.hays.tx.us](mailto:amanda.cowan@co.hays.tx.us)

**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

**Responsibilities**

- Primary Responsibility: Represents the Texas Department of Family and Protective Services, primarily in the area of Child Protective Services
- Handles assigned cases from intake through lower court appeal
- Plans casework, reviews physical evidence, interviews witnesses, prepares trial exhibits, files motions and briefs, negotiates pleas, selects juries, drafts jury arguments for verdicts and sentences, and tries cases
- Conducts negotiations and other legal discussions with opposing counsel, including pre-trial legal issues, and discovery issues
- Handles appeals by reviewing legal issues, conducting legal research, reviewing court transcripts, preparing briefs, and presenting oral arguments in appellate courts
- Counsels and discusses cases with the multidisciplinary team, child forensic interviewers, case workers, social workers, probation officers, law enforcement officials, victims, and witnesses
- Ensures that trial and other legal deadlines are met
- 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
- Manages appellate deadlines and periodically writes appeals and responds to Post-Conviction Writs
- Performs other duties as assigned, including but not limited to duties relating to
- Mental commitments, open records requests, criminal asset forfeitures, criminal bond forfeitures, expunction and nondisclosure petitions
- Assisting the County's general counsel in advising and providing legal counsel to the Hays County Commissioners Court, and other Hays County offices, as appropriate and as directed by the District Attorney
- Civil litigation and appeals, including but not limited to F-5 Appeals, EEOC claims, and Texas Workforce Commission claims
- Corresponding with and providing support for outside counsels provided by the Texas Association of Counties pursuant to Hays County's risk pool coverage

**Summary**

Under general direction from the elected District Attorney, attorneys within the civil division prosecute child protection issues; represent the State in all bond forfeitures in County and District Court; represent the State in all asset seizure cases in District Court; sit as designees on and act as general counsel for the Bail Bond Board; respond to criminal open records requests and request Attorney General rulings when required; correspond and collaborate with other legal counsels related to litigation and matters involving the Hays County Commissioners Court; represent local hospitals and private citizens in applying for Emergency Orders of Detention and Orders of Protective Custody in mental health cases; and work with the local mental health authority to ensure defendants and arrestees receive mental health treatment and services.

**Individuals in this position serve at the pleasure of the current elected official.**

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

**An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.**