

# Karnes County Job Description

## Karnes County Assistant County Attorney

Department	Karnes County Attorney's Office	FLSA Status	Non- Exempt
Reports To	Karnes County Attorney	EEO Classification	
Salary	\$75,000 - \$85,000 annually, plus benefits (salary based on experience) This is a grant funded position		

### Position Summary

Responsibilities will include all aspects of misdemeanor prosecution including initial intake of cases, plea negotiations, witness preparation, interaction with law enforcement and victims, trial preparation, motions to suppress, probation revocations, and related legal research. It includes juvenile cases, truancy, and justice of the peace work.

### Working Conditions

The work environment and physical demands described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a standard office environment; position requires prolonged periods of sitting, keyboarding, and viewing a computer screen; ability to occasionally lift and/or move up to 25 pounds; regular interaction with the public.

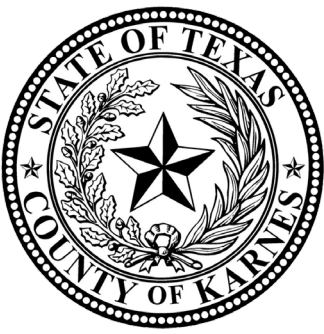
Emotional Demands: This position may experience moderate to high levels of stress due to, but not limited to, meeting strict deadlines and dealing with potentially combative or emotional contacts.

## ESSENTIAL FUNCTIONS

### Job Function

- Must have knowledge of the principles and methods of legal research
- Must be able to conduct oneself in a professional manner, and develop/maintain good working relationships with visitors, co-workers, Judges and County officials.
- Perform all and any other related duties as assigned.

This list of responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by this position. Other duties may be assigned.



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### QUALIFICATIONS

Education	Experience	License & Certification	Testing	Other
<ul style="list-style-type: none"><li>• Must be a graduate of an accredited school of law</li><li>• Must have a license to practice law in the State of Texas and be in good standing with the State</li></ul>	<ul style="list-style-type: none"><li>• Must have a basic knowledge of criminal law, procedure and rules of evidence</li></ul>	<ul style="list-style-type: none"><li>• Valid Texas Driver License</li></ul>	<ul style="list-style-type: none"><li>• Drug Test</li></ul>	<ul style="list-style-type: none"><li>• Word</li><li>• Excel</li><li>• PowerPoint</li><li>• E-mail</li><li>• Internet</li><li>• Phone</li><li>• Fax</li><li>• Office Equipment</li></ul>

### Special (Additional) Notes

- Must be able to pass a thorough background investigation conducted by Karnes County.
- Karnes County currently provides 100% medical plan cost coverage for full-time employees. Qualified employees receive \$50,000 of life insurance at no cost. County employees receive retirement benefits through the Texas County & District Retirement System. In addition, Karnes County will observe paid holidays. Eligible employees will receive PTO and vacation. All benefits are held until a 90-day probation period is complete.

Please complete the Karnes County Employment Application located at [Employment Application.pdf \(karnes.tx.us\)](https://karnes.tx.us/employment-application.pdf).

A Karnes County application, a cover letter and resume can be emailed to [jennifer.tapia@co.karnes.tx.us](mailto:jennifer.tapia@co.karnes.tx.us) or mailed to Jennifer R. Tapia, County Attorney of Karnes County 101 N. Panna Maria, Suite 302, Karnes City, Texas 78118

Position will be posted until it is filled.