



Madison County

Job Posting

Job Title: Assistant District Attorney

Department: Criminal District Attorney's Office

Annual Salary Range: \$42,245.00 - \$63,244.00

Posting Date: March 9th, 2021

Closing Date: Until Position is Filled

Job Description:

The candidate must be a graduate of an accredited law school and currently licensed with the State Bar of Texas. This is a position requiring responsibility, dedication, and communication skills. Must demonstrate ability to work both independently and with a team. Stay abreast with latest development and changes in law field. Will handle all criminal prosecution for misdemeanor, juvenile cases, and Justice of the Peace proceedings. Will be involved and receive experience in all aspects of felony prosecution, including case intake, preparation, and presentation of cases to grand juries, pre-trials, jury trials, bench trials, appeals, etc. Including all other duties assigned by supervisor.

Basic Qualifications:

1. Licensed with the State Bar of Texas
2. Good organizational and people skills
3. Must be a self-starter with ability to handle multiple tasks.
4. Must agree to a criminal background check and provide references.

Examples of Responsibilities:

1. Criminal prosecution – felony, misdemeanor, juvenile, and Justice of the Peace
2. Preparing and reviewing County legal documents
3. All other duties as assigned by supervisor.

Application Process:

Applications may be requested at the Madison County District Attorney's Office, or downloaded by visiting the Madison County website at www.co.madison.tx.us

Return Applications and Resumes To:

- Madison County District Attorney's Office
101 W. Main St, Rm 207
Madisonville, Texas 77864
- [E-mail] MCDA@madisoncountytexas.org – Please reference *employment application* in the subject line and ensure name, contact information, and e-mail are provided.

Madison County is an Equal Opportunity Employer.