

**POSITION:** Assistant District Attorney  
**SALARY:** \$90,000 and up - depending on experience  
**DEPARTMENT:** 109<sup>TH</sup> DISTRICT ATTORNEY'S OFFICE  
**OPENING DATE:** March 1, 2024  
**CLOSING DATE:** Open Until Filled

#### Summary

The 109th District Attorney's Office has an immediate opening for an experienced prosecutor. The position would cover Crane and Winkler counties.

#### Essential Duties

- Represent The State of Texas in all matters handled by the 109th District Attorney's Office
- Review police reports from law enforcement agencies and file or reject cases based on the evidence presented
- Present felony cases to the Grand Jury
- Attend court settings and hearings
- Efficiently manage a caseload in a fast-paced and rewarding work environment
- Correspond with law enforcement officers, victims, witnesses, judges, and other attorneys
- Prepare criminal cases for trial, gather and review evidence, locate and interview victims and witnesses, interview police officers, visit crime scenes, plan jury trials, and review case law
- Prosecute criminal trials, select juries, make opening statements, question witnesses, introduce evidence, and make arguments before both judges and juries
- Review and interpret both simple and complex legal issues
- Review, research and prepare any appellate issues, briefs or proceedings that may result from any criminal cases that are prosecuted by the 109<sup>th</sup> District Attorney
- Maintain effective working relationships with supervisors, coworkers, and the general public

#### Requirements

- Juris Doctorate from an accredited law school
- Applicant must be currently licensed to practice law in the State of Texas, and must be in good standing with the State Bar of Texas

- Applicant must be able to pass a drug test
- Applicant must have a clean criminal history

#### Salary and Benefits

The starting salary for an Assistant District Attorney with at least 5 years experience is at least \$90,000.00 per year. The salary for an experienced prosecutor could be considerably more, depending on experience. The successful applicant will also receive a full benefits package from Winkler County. This includes paid holidays off, personal leave time, and other benefits in addition to health, life, dental, and vision insurance.

#### Knowledge, Skills, and Ability

Must possess excellent research and writing skills and a strong ability to communicate and get along with others. Must possess sufficient common sense and legal skills combined to make important legal decisions on complex issues. Need to have basic computer and typing skills and the ability to work under pressure and meet deadlines.

#### Physical Demands

Daily duties require sitting, standing, walking, kneeling, and bending as well as speaking to and listening to other people. This job will be performed in the usual and customary office and courtroom settings. Minimal heavy lifting and driving duties are required. The workweek is usually 40 hours per week, but may be longer if you are preparing for trial.

#### Equal Opportunity and Affirmative Action Employer

Winkler County does not discriminate in our employment practices based on an applicant's race, ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or status as a protected veteran.

Interested applicants should send a resume and cover letter to Amanda Navarette at [Amanda.navarette@co.winkler.tx.us](mailto:Amanda.navarette@co.winkler.tx.us) or apply in person at the HR department in Winkler County.