



JOB POSTING

Title: STAFF ATTORNEY
Division: Administrative Office of the Harris County District Courts
Reports To: District Court Administrator

The Staff Attorney for the District Courts will be appointed by the District Court Administrator in consultation with the Local Administrative Judge. This position will provide legal assistance for the District Court Judges by performance of the following duties:

1. Review of recent Federal and State decisions that affect the jurisprudence of and are of interest to the District Courts by written memorandum with copy of selected opinions furnished to each court.
2. Assist in preparation of various forms for general court use.
3. Assist in preparation of rules for practice and procedure in the various divisions of the District Courts.
4. Review and report in writing on pending and enacted legislation as it pertains to the practice and procedure in the District Courts.
5. Assist in preparation of bills that the District Courts deem advantageous for consideration by the legislature and enactment into law.
6. Assist in the preparation of jury instructions and furnish legal authority for such charges.
7. Assist the District Courts in matters of law that arise concerning Commissioners Court, the District Clerk, the District Attorney, the Sheriff, Pretrial Services Agency, the Harris County Community Supervision & Corrections Department, and other agencies that affect the operation of the District Courts.
8. Provide legal assistance to the Judges of the District Courts as they may request.
9. Provide legal assistance to the District Court Administrator on matters of form and procedure.
10. Be available to attend and, if necessary, respond to recusal hearings and contempt hearings involving District Judges.
11. Other duties as designated by the District Court Administrator and District Judges.

QUALIFICATIONS

1. Shall be a licensed attorney having a good academic record from an accredited law school.

2. Demonstrate ability in legal research and writing.
3. Strong background in Criminal Law a plus.

Salary potential: \$121,000—\$131,520

Closing: The resume and application must be received on or before June 4, 2009.

To Apply: Submit a letter of application and a resume to:

**Lisa Rodriguez
Administrative Offices of the District Courts
1201 Franklin, 7th Floor
Houston, Texas 77002**

All resumes must include specific information regarding the applicant's education, previous positions and salary. **Applications will be held in confidence.**

AN EQUAL OPPORTUNITY EMPLOYER