
Job Title:	Associate Judge - Criminal District Courts Paid Position Benefits	Job Code:	
Department:	Harris County District Courts - Admin	EEO Category:	Full-Time with Benefits
Salary:	\$141,253		
FLSA:	Exempt	Revision Date:	September, 2021

Purpose:

The District Courts Trying Criminal Cases in Harris County, Texas, are accepting applications for six full-time Felony Associate Judge positions (a four-year commitment). In accordance with the Local Rules of the District Courts Trying Criminal Cases (Criminal District Courts), the six Associate Judges will assist the 23 Criminal District Courts in criminal matters pursuant to Texas Government Code Chapter 54A, Subchapter A.

Duties, Functions and Responsibilities:

The six Felony Associate Judges will preside over any matters referred to them by the Criminal District Court Judges. The Judges for the District Courts Trying Criminal Cases in Harris County may refer to a Felony Associate Judge any matter pursuant to Texas Government Code 54A.006, including but not limited to the following:

- a negotiated plea of guilty or no contest before the court;
- a bond forfeiture;
- a pretrial motion;
- a writ of habeas corpus;
- an examining trial;
- an occupational driver's license;
- an appeal of an administrative driver's license revocation hearing;
- a civil commitment matter under Subtitle C, Title 7, Health and Safety Code;
- setting, adjusting, or revoking bond;
- the issuance of search warrants, including a search warrant under Article 18.02(a)(10), Code of Criminal Procedure; and
- any other matter the judge considers necessary and proper.

Work Schedule

Court operating hours are typically Monday through Friday, 8:00 a.m. - 5:00 p.m. Variations from those hours may occur, including early mornings, evenings, weekends and holidays as needed. This is a full-time position and is exempt from the overtime provisions of the Fair Labor Standards Act. This position is at-will, reporting to the Harris County District Court Judges Trying Criminal Cases.

Minimum Qualifications:

The qualifications for Felony Associate Judges shall be governed by Texas Government Code 54A.003. To qualify for appointment as an associate judge, a person must:

- be a resident of this state and of Harris County;
- have been licensed to practice law in this state for at least four years;
- not have been removed from office by impeachment, by the supreme court, by the governor on address to the legislature, by a tribunal reviewing a recommendation of the State Commission on Judicial Conduct, or by the legislature's abolition of the judge's court; and
- not have resigned from office after having received notice that formal proceedings by the State Commission on Judicial Conduct had been instituted as provided by Texas Government Code Section 33.022 and before final disposition of the proceedings.

In addition, to qualify for an appointment as a Felony Associate Judge to serve the 23 District Courts Trying Criminal Cases in Harris County, a person must possess the following:

- significant criminal law experience, including knowledge of statutory and constitutional procedure, district court trial procedure, the Texas Code of Criminal Procedure, and the Texas Penal Code;
- the ability to conduct objective hearings; evaluate facts; and apply knowledge of the law to issues arising in felony cases; and
- the capability of handling busy, diverse, felony dockets with minimal supervision.

Licenses and Certifications Required:

- Juris Doctorate from accredited Law School
- Texas Law License, minimum four years experience

Background check and pre-employment drug testing, required.

Applications:

To be considered for an Associate Judge appointment, a candidate must submit the following:

- Resume accompanied with a letter of interest stating in detail experience and any other relevant information; and
- Texas MCLE transcripts for last three years.

Complete application packets must be submitted to **Melissa Dartz** via email at <melissa_dartz@justex.net>. The deadline for submitting applications is **October 31, 2021**. Applications submitted thereafter will not be considered.

Equal Opportunity Statement

Harris County is an Equal Opportunity Employer and is committed to providing equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, pregnancy, disability, genetic information, sexual orientation, gender identity or any other protected class in accordance with applicable federal and state laws.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under their supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.