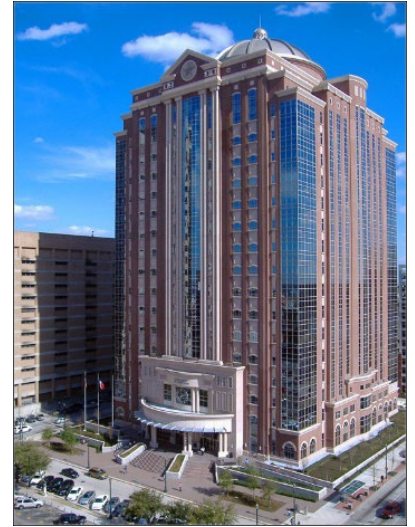JOB ANNOUNCEMENT

Job Title: Staff Attorney

Salary: $166,000

Location: Harris County District Courts
                1201 Franklin, Houston, TX 77002

FLSA: Exempt

Open until filled.

About the Position:

Staff Attorneys are general counsel to the District Judges and District Courts Administration (DCA). The staff attorneys provide legal assistance to the Board of District Judges and individual divisional boards (Civil, Criminal, Family, and Juvenile), advice on ethical, non-campaign-related matters, assistance with administrative orders, and assistance to individual district courts on questions of law. The staff attorneys additionally provide legal assistance to DCA and may advise in matters of law arising from the operation of courts, other governmental agencies or entities, and DCA operations. This is an at-will position that reports to the Local Administrative Judge and/or her designee.

Minimum Qualifications:

- Shall be a licensed Texas attorney having a good academic record from an accredited law school.
- Certification by the Texas Board of Legal Specialization desirable.
- Ten years of experience in the practice of law, preferably all in Texas.
- Experienced trial attorney or appellate attorney preferred.
- Some experience in administrative or governmental law desirable.
- Felony criminal law experience strongly desired.

Duties, Functions and Responsibilities:

- Provide legal assistance to the Board of District Judges and individual divisional boards.
- Provide legal assistance to the Judges of the District Courts as they may request.
- Provide legal assistance to the District Court Administrator on matters of form and procedure and DCA operations.
- Assist in preparation of various forms for general court use.
- Assist in preparation of rules for practice and procedure in the various divisions of the District Courts.
- Assist in the preparation of jury instructions and furnish legal authority for such charges.
- 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.
- Be available to attend and, if necessary, assist with, contempt hearings, jury trials, and writs.
- Review 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

- Review and report in writing on pending and enacted legislation as it pertains to the practice and procedure in the District Courts.
- Assist in preparation of bills that the District Courts deem advantageous for consideration by the legislature and enactment into law.
- Other duties as designated by the Local Administrative Judge and District Courts Administrator.

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 and weekends as needed.

Benefits:

Harris County offers a competitive benefits program, including a comprehensive group health and related benefits plan as well as a defined benefit retirement plan.

- Medical, Dental, Vision
- Wellness
- Life Insurance
- Long-term disability
- Employee Assistance Program
- Professional development opportunities
- Dependent Care Reimbursement Plan
- Healthcare Reimbursement Account
- 457 Deferred Compensation Plan
- Retirement pension (Texas County and District Retirement System)

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.

***To apply, email resume and letter of interest to: shelly_spangle@justex.net