

**Llano County  
Employment Opportunity  
2<sup>nd</sup> Assistant County Attorney  
\$38,400**

The Llano County Attorney's office is accepting applications for a 2<sup>nd</sup> Assistant County Attorney. This is a part time position requiring 20 hours a week. Duties Include assisting the County Attorney with representation of Llano County and its' citizens in matters within the jurisdiction of the Llano County Attorney; to include the Department of Family and Protective Services (DFPS), Adult Protective Services (APS), and any legal matters relating to DFPS and/or APS cases arising on behalf of the County.

The 2nd Assistant will provide high quality public service and work harmoniously with other county personnel by maintaining a positive and professional relationship with peers, law enforcement agencies, officers, victims and families, attorneys and the public.

Start Date: Immediately

**Back ground check is required**

For a complete job description and application, please go to [www.co.llano.tx.us](http://www.co.llano.tx.us). Return completed application to the Llano County Human Resource department at 100 W. Sandstone, Suite 100B, Llano, Texas 78643 or email: [lisa.otto@co.llano.tx.us](mailto:lisa.otto@co.llano.tx.us).

For questions, please call the Llano County Human Resource office @ 325-247-3009

**Llano County is an Equal Opportunity Employer.**

Posted 11/18/2021

## Llano County Job Description

**Job Title: Second Assistant County Attorney**

**Part Time**

**FLSA: Exempt**

**Department: County Attorney**

**EEO: 02 Professional**

**Reports To: County Attorney**

### **Summary:**

To assist the County Attorney with representation of Llano County and its citizens in matters within the jurisdiction of the Llano County Attorney to include Department of Family and Protective Services (DFPS), Adult Protective Services (APS), and any legal matters relating to DFPS and/or APS cases arising on behalf of the County.

The Second Assistant will provide high quality public service and work harmoniously with other County personnel by maintaining a positive and professional relationship with peers, other county personnel, law enforcement agencies, officers, victims and families, attorneys and the public.

### **Essential Duties and Responsibilities:**

***(Essential duties and responsibilities may include, but are not limited to the following):***

- Represents DFPS or APS at hearings before the Child Protection Court of the Hill Country and the 33<sup>rd</sup> or 424<sup>th</sup> Judicial District Courts. The Second Assistant County Attorney should expect to serve as first chair attorney on roughly half of the total DFPS/APS case volume of the County Attorney's office.
- Performs legal research. Searches resources and studies legal records and documents to obtain information applicable to case or issue under consideration
- Drafts briefs, motions, orders, subpoenas, contracts and other legal documents, as well as correspondence and reports
- Takes depositions and responds discovery requests. Oversees the creation and issuance of legal documents, including subpoenas, motions, orders, writs, warrants, contracts, official policies and other related documents.
- Prepares cases for trial. Collects, organizes and prepares evidence, information and other legal materials
- Performs other job-related duties as assigned

### **Qualifications-Knowledge of:**

- Jurisprudence, family law and procedures, including constitutional and statutory law
- Federal, State, Local and County applicable law, rules regulation and guidelines
- Methods and practices of pleading cases and of effective techniques for presentation of cases in court or to effectively present facts and precedents verbally and in writing in law related matters
- Policies, practices, procedures and legal terminology related to court system
- Computer equipment to include word processing, spreadsheets, databases and a variety of software systems
- Business letter writing, grammar and punctuation and report preparation
- Electronic calendaring

- Principles and procedures of record keeping
- Spelling, grammar and punctuation
- Knowledge of County forms, records, files and legal documents
- Modern office procedures, methods, computer equipment and computer programs
- Knowledge of County policies and procedures

**Qualifications-Ability to:**

- Problem solve and make decisions
- Analyze and appraise facts, policies, procedures and legal precedents in area of specialty
- Communicate verbally and in writing to include competency in making presentations
- Conduct legal research and analysis
- Present facts, precedents and arguments verbally and in writing and apply negotiation skills
- Work independently
- Manage time well and perform multiple tasks and organize diverse activities
- Work well under pressure and exercise tact in trying situations
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, attorneys that represent parents and children in DFPS and APS cases, other County employees and Officials and the general public
- Maintain confidentiality in the performance of duties
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
  1. Sitting for extended periods of time
  2. Operating assigned equipment
  3. Carrying files or computer equipment between office and courtroom
  4. Lifting boxes (approximately 15 pounds)
- Effectively handle a work environment and conditions which involve:
  1. Working closely with others
  2. Exposure to computer screens
  3. Extensive use of a computer keyboard, copier and scanner
- Demonstrate professionalism through appearance, manners and conduct

**Minimum Education, Experience and Licensure Requirements:**

- J.D./L.L. B from an accredited law school
- Ten (10) years licensed attorney work experience
- Hold a license as an attorney through the State Bar of Texas

**Working Conditions and Physical Demands:**

- High volume office environment with frequent requirements to communicate telephonically or directly with other working in close proximity to others
- Exposure to computer screen
- Extensive work on computer keyboard

- Exposure to noise created within the office and the surrounding areas created by the movement of large numbers of people; close proximity to individuals detained by law enforcement
- Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting for prolonged periods of time
- Carrying boxes of files or computer equipment from office to courtroom, lifting boxes of files
- It is anticipated that the Second Assistant County Attorney will primarily work at his or her private firm office, with physical or virtual court appearances as required by job. The Second Assistant County Attorney will have full access to the physical offices of the County Attorney in the Llano County Courthouse but should expect his or her primary work station to be located in their private firm office.

***This job description does not constitute an employment agreement between Llano County and employee, does not necessarily include duties which may be required for this position and may be revised as needed.***

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.***

## **Employee Acknowledgement**

This confirms that I, \_\_\_\_\_, have received a copy of my job description with Llano County for the position of \_\_\_\_\_ and that I recognize the job duties may be changed, amended, or supplemented at any time, and that such changes will supersede this job description.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date