

WOOD COUNTY
New Job Posting

Position: **Assistant Criminal District Attorney**
Opening Date: October 1, 2023
Closing Date: November 1, 2023

The Wood County Criminal District Attorney's Office is seeking an attorney for a **CPS, CIVIL, JUVENILE, MISDEMEANOR, or FELONY** Prosecutor position to be filled by November 1, 2023. Currently, the office has the elected criminal district attorney as well as four assistant criminal district attorneys and one investigator. There are five full time support staff members and a victims' assistance coordinator. Wood County is currently experiencing a vast amount of growth county-wide. It is a beautiful rural area with hospitals, great schools, shopping, dining, and plenty of outdoor activities. Come join our team!

RESPONSIBILITIES: Prosecution of CPS cases from intake to final order including orders to aid in investigation, orders to participate, and removals stemming from Family Based Safety Services up to and including emergency removals; prosecution of Protective Order cases from intake to final order; review and respond to Open Records/FOIA requests; prosecution of property seizure/forfeiture cases; review legal documents involving the county, including contracts, etc.; attendance at Commissioners' Court; prosecution of misdemeanor cases from intake to final disposition; prosecution of felony cases from intake to final disposition; prosecution of juvenile cases from intake to final disposition; attendance at regular court hearings; preparing and participating in trials and contested hearings; preparing orders and other legal documents including discovery; and meeting with victim, witnesses, etc. It will also include other tasks as assigned by supervisors.

EDUCATION—SKILLS—EXPERIENCE: Must (1) hold a Doctor of Jurisprudence (J.D.), L.L.B., L.L.M. or L.L.D., degree, (2) be licensed by the State Bar of Texas, and (3) be in good standing with the State Bar of Texas. The applicant must also not have any criminal history. The applicant **must also pass a pre-employment urinalysis drug screen.**

PHYSICAL DEMANDS: Prolonged sitting, some light lifting, ability to read case reports, law books and normal printed material, understandable coherent speech, and normal hearing.

SALARY RANGE: Commensurate with experience.

Application forms are available at:

- (1) www.mywoodcounty.com; or
- (2) Wood County Human Resources, Wood County Courthouse, 1 Main Street, Quitman, TX; Tel: 903-763-4639, Fax: 903-763-4327.

**** Not every applicant will be interviewed.**