



**POLK COUNTY, TEXAS**

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**TO:** Sydney Murphy, County Judge & County Commissioners  
**FROM:** Amber Leloux, Human Resources Director  
**RE:** Revision of Personnel Management Systems Book 1  
**DATE:** December 21, 2022

**Book 1:** **Polk County Inventory-By Alpha pages 1-3**  
Added 1113 Chief Investigator  
Added 1117 Senior Trial Associate  
Added 1127 Trial Associate

**Polk County Inventory-By Job pages 4-6**  
Added 1113 Chief Investigator  
Added 1117 Senior Trial Associate  
Added 1127 Trial Associate

**Job Description/1113 Chief Investigator**  
Requested by newly elected District Attorney

**Job Description/1117 Senior Trial Associate**  
Requested by newly elected District Attorney

**Job Description/1127 Trial Associate**  
Requested by newly elected District Attorney

**Job Description/1122 Assistant Criminal District Attorney**  
Pay group reclassified to Unclassified

**Job Description/1124 Assistant Criminal District Attorney-Felony  
Prosecutor**  
Pay group reclassified to Unclassified

**Job Description/1128 First Assistant District Attorney**  
Pay group reclassified to Unclassified

**Job Description/1129 Chief Prosecutor**  
Pay group reclassified to Unclassified

## Polk County Inventory - By Alpha

*General guideline only, departments may use positions not listed*

<b>Class #</b>	<b>Job Title</b>	<b>Pay Group</b>	<b>FLSA Status</b>	<b>EEOC Category</b>
1047	Administrative Assistant/Sheriff	113	Non-exempt	Administrative Support
1261	Aging Services Director	117	Exempt	First/Mid Level Officials and Managers
1269	Aging Services Worker	107	Non-exempt	Service-Worker
1030	Animal Control Officer	110	Non-exempt	Service Worker
1263	Assistant Aging Services Director	115	Non-exempt	Service Worker
302	Assistant County Auditor I	105	Non-exempt	Administrative Support
303	Assistant County Auditor II	108	Non-exempt	Administrative Support
304	Assistant to the County Auditor	113	Exempt	Administrative Support
1124	Assistant Criminal District Attorney/Felony Pro	124	Exempt	Professionals
1122	Assistant Criminal District Attorney-Misdemeanor	124	Exempt	Professionals
1059	Assistant Jail Administrator (Lieutenant)	119	Exempt	Service Worker
806	Assistant Maintenance Technician	108	Non-exempt	Service-Worker
1046	Assistant to the Commissioner	115	Non-exempt	Administrative Support
203	Assistant to the County Judge	118	Exempt	Administrative Support
1242	Assistant Veteran Services Officer	113	Non-exempt	Administrative Support
1125	Assistant Victim Assistance Coordinator	109	Non-exempt	Administrative Support
1063	Bailiff	112	Non-exempt	Service Worker
1062	Bailiff/District Court	Unclass.	Non-exempt	Service Worker
107	Bookkeeper	114	Non-exempt	Administrative Support
1033	Captain	121	Exempt	Service Worker
104	Chief Deputy Clerk	114	Exempt	Administrative Support
603	Chief Deputy Clerk-Treasurer	114	Exempt	Administrative Support
1032	Chief Deputy Sheriff	123	Exempt	First/Mid Level Officials & Administrators
1113	Chief Investigator	119	Exempt	Service Worker
1129	Chief Prosecutor	127	Exempt	Professionals
1048	CID/Evidence Officer	117	Non-exempt	Service Worker
211	Commissioner	Unclass.	Not Covered	Executive/Senior Level Official and Manager
1045	Computer Records Specialist	112	Non-exempt	Administrative Support
703	Computer Specialist	116	Non-exempt	Professionals
1001	Constable	Unclass.	Not Covered	Executive/Senior Level Official and Manager
1265	Cook	105	Non-exempt	Service Worker
1057	Corporal	113	Non-exempt	Service Worker
1041	Corporal (FTO)	116	Non-exempt	Service Worker
1055	Corrections Officer	111	Non-exempt	Service Worker
1053	Corrections Officer/Shift Supervisor	115	Non-exempt	Service Worker
301	County Auditor	Unclass.	Exempt	Professionals
501	County Clerk	Unclass.	Not Covered	Executive/Senior Level Official and Manager
1101	County Court-at-Law Judge	Unclass.	Not Covered	Executive/Senior Level Official and Manager
911	County Fire Marshal/Fire Investigator	117	Non-exempt	Service Worker
201	County Judge	Unclass.	Not Covered	Executive/Senior Level Official and Manager
601	County Treasurer	Unclass.	Not Covered	Executive/Senior Level Official and Manager
106	Court Clerk	110	Non-exempt	Administrative Support
1103	Court Coordinator	116	Exempt	Administrative Support
1105	Court Reporter	119	Non-exempt	Administrative Support
1121	Criminal District Attorney	Unclass.	Not Covered	Executive/Senior Level Official and Manager

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<b>Class #</b>	<b>Job Title</b>	<b>Pay Group</b>	<b>FLSA Status</b>	<b>EEOC Category</b>
1123	Criminal Investigator	117	Non-exempt	Service Worker
1064	Crime Victim Liaison	109	Non-exempt	Administrative Support
801	Custodial Coordinator	110	Non-exempt	Service Worker
803	Custodial/Maintenance Worker	105	Non-exempt	Service Worker
404	Delinquent Tax Specialist	117	Non-exempt	First/Mid Level Officials and Managers
105	Deputy Clerk	108	Non-exempt	Administrative Support
1233	Deputy Emergency Management Coordinator	116	Exempt	Professionals
1037	Deputy Sheriff (Patrol)	115	Non-exempt	Service Worker
1038	Deputy Sheriff (Transport)	115	Non-exempt	Service Worker
1035	Detective	116	Non-exempt	Service Worker
1034	Detective and Crime Stoppers Coordinator	116	Non-exempt	Service Worker
1131	District Clerk	Unclass.	Not Covered	Executive/Senior Level Official and Manager
1231	Emergency Management Coordinator	121	Exempt	First/Mid Level Officials and Managers
910	Environmental Enforcement Officer	115	Non-exempt	Service Worker
112	Equipment Mechanic	113	Non-exempt	Craft Workers
1060	Evidence/Procurement Manager	112	Non-exempt	Service Worker
1128	First Assistant District Attorney	128	Exempt	Professionals
115	Foreman I - Road and Bridge	116	Non-exempt	Operatives
110	Foreman II - Road and Bridge	117	Non-exempt	Operatives
204	Grant and Contract Coordinator	117	Exempt	Administrative Support
1264	Head Cook	108	Non-exempt	Service Worker
108	Heavy Equipment Operator	112	Non-exempt	Operatives
206	Human Resources Analyst	112	Non-exempt	Administrative Support
205	Human Resources Director	117	Exempt	First/Mid Level Officials and Managers
1066	Indigent Defense Coordinator	112	Non-exempt	Administrative Support
215	Inmate Work Supervisor	114	Non-exempt	Service Worker
305	Internal Auditor	116	Non-exempt	Administrative Support
701	IT and Systems Administrator	120	Exempt	Professionals
1051	Jail Administrator	121	Exempt	Service Worker
1145	JP Chief Court Clerk	114	Non-exempt	Administrative Support
1104	Judicial Programs Coordinator	112	Exempt	Administrative Support
1141	Justice of the Peace Precinct 4	Unclass.	Not Covered	Executive/Senior Level Official and Manager
1266	Kitchen Helper	102	Non-exempt	Service Worker
114	Laborer	107	Non-exempt	Service Worker
702	Lead Computer Specialist	116	Non-exempt	Professionals
405	Legal Assistant/Abstractor	115	Non-exempt	Administrative Support
1126	Legal Secretary	110	Non-exempt	Administrative Support
1058	Licensed Vocational Nurse-Jail Nurse	116	Non-exempt	Technicians
1039	Lieutenant	119	Exempt	Service Worker
109	Light Equipment Operator	110	Non-exempt	Service Worker
800	Maintenance Superintendent	120	Exempt	First/Mid Level Officials and Managers
805	Maintenance Technician	113	Non-exempt	Service Worker
802	Maintenance Technician-Lead	114	Non-exempt	Service Worker
1054	Medical Assistant	114	Non-exempt	Technicians
1282	Museum Curator	114	Exempt	Professionals

## Polk County Inventory - By Alpha

*General guideline only, departments may use positions not listed*

<b>Class #</b>	<b>Job Title</b>	<b>Pay Group</b>	<b>FLSA Status</b>	<b>EEOC Category</b>
902	Office Manager	112	Non-exempt	Administrative Support
1235	Permit Coordinator	110	Non-exempt	Administrative Support
1232	Permit/Inspection Supervisor	115	Exempt	First/Mid Level Officials and Managers
1065	Pre-Trial Services Coordinator	110	Non-exempt	Administrative Support
1236	Project Liaison	114	Non-exempt	Administrative Support
503	Probate Clerk	108	Non-exempt	Administrative Support
101	Receptionist	105	Non-exempt	Administrative Support
113	Road and Bridge Maintenance Worker	107	Non-exempt	Laborers and Helpers
1050	School Resources Officer	115	Non-exempt	Service Worker
102	Secretary I	107	Non-exempt	Administrative Support
103	Secretary II	109	Non-exempt	Administrative Support
1061	Senior Bailiff	115	Non-exempt	Service Worker
1117	Senior Trial Associate	117	Exempt	Administrative Support
1036	Sergeant	117	Non-exempt	Service Worker
1031	Sheriff	Unclass.	Not Covered	Executive/Senior Level Official and Manager
1262	Site Manager (Aging Services)	113	Non-exempt	First/Mid Level Officials and Managers
1271	Social Services Director	117	Exempt	First/Mid Level Officials and Managers
1040	Special Project Officer	115	Non-exempt	Service Worker
401	Tax Assessor - Collector	Unclass.	Not Covered	Executive/Senior Level Official and Manager
1044	Telecommunications Assistant Supervisor	112	Non-exempt	Administrative Support
1043	Telecommunications Operator	111	Non-exempt	Administrative Support
1042	Telecommunications Supervisor	114	Non-exempt	Administrative Support
1127	Trial Associate	110	Non-exempt	Administrative Support
905	Truck Driver	108	Non-exempt	Service Worker
1241	Veteran's Services Officer	115	Exempt	First/Mid Level Officials and Managers
1130	Victim Assistance Coordinator	112	Non-exempt	Administrative Support
1049	Warrant Clerk	111	Non-exempt	Administrative Support
1056	Warrant Officer	115	Non-exempt	Service Worker

## Polk County Inventory - By Job (Class) Descriptions

*General guideline only, departments may use positions not listed*

Class #	Job Title	Pay Group	FLSA Status	EEOC Category
101	Receptionist	105	Non-exempt	Administrative Support
102	Secretary I	107	Non-exempt	Administrative Support
103	Secretary II	109	Non-exempt	Administrative Support
104	Chief Deputy Clerk	114	Exempt	Administrative Support
105	Deputy Clerk	108	Non-exempt	Administrative Support
106	Court Clerk	110	Non-exempt	Administrative Support
107	Bookkeeper	114	Non-exempt	Administrative Support
108	Heavy Equipment Operator	112	Non-exempt	Operatives
109	Light Equipment Operator	110	Non-exempt	Operatives
110	Foreman II - Road and Bridge	117	Non-exempt	Operatives
112	Equipment Mechanic	113	Non-exempt	Craft Workers
113	Road and Bridge Maintenance Worker	107	Non-exempt	Laborers and Helpers
114	Laborer	107	Non-exempt	Laborers and Helpers
115	Foreman I - Road and Bridge	116	Non-exempt	Operatives
201	County Judge	Unclass.	Not Covered	Executive/Senior Level Official and Manager
203	Assistant to the County Judge	118	Exempt	Administrative Support
204	Grant and Contract Coordinator	117	Exempt	Administrative Support
205	Human Resources Director	117	Exempt	First/Mid Level Officials and Manager
206	Human Resources Analyst	112	Non-exempt	Administrative Support
211	Commissioner	Unclass.	Not Covered	Executive/Senior Level official and Manager
215	Inmate Work Supervisor	114	Non-exempt	Service Worker
301	County Auditor	Unclass.	Exempt	Professionals
302	Assistant County Auditor I	105	Non-exempt	Administrative Support
303	Assistant County Auditor II	108	Non-exempt	Administrative Support
304	Assistant to the County Auditor	113	Exempt	Administrative Support
305	Internal Auditor	116	Non-exempt	Administrative Support
401	Tax Assessor - Collector	Unclass.	Not Covered	Executive/Senior Level Official and Manager
404	Delinquent Tax Specialist	117	Exempt	First/Mid Level Officials and Manager
405	Legal Assistant/Abstractor	115	Non-exempt	Administrative Support
501	County Clerk	Unclass.	Not Covered	Executive/Senior Level Official and Manager
503	Probate Clerk	108	Non-exempt	Administrative Support
601	County Treasurer	Unclass.	Not Covered	Executive/Senior Level Official and Manager
603	Chief Deputy Clerk-Treasurer	114	Exempt	Administrative Support
701	IT and Systems Administrator	120	Exempt	Professionals
702	Lead Computer Specialist	116	Non-exempt	Professionals
703	Computer Specialist	116	Non-exempt	Professionals
800	Maintenance Superintendent	120	Exempt	First/Mid Level Officials and Manager
801	Custodial Coordinator	110	Non-exempt	Service Worker
802	Maintenance Technician-Lead	114	Non-exempt	Service Worker
803	Custodial/Maintenance Worker	105	Non-exempt	Service Worker
805	Maintenance Technician	113	Non-exempt	Service Worker
806	Assistant Maintenance Technician	108	Non-exempt	Service Worker
902	Office Manager	112	Non-exempt	Administrative Support
905	Truck Driver	108	Non-exempt	Service Worker
910	Environmental Enforcement Officer	115	Non-exempt	Service Worker

## Polk County Inventory - By Job (Class) Descriptions

*General guideline only, departments may use positions not listed*

Class #	Job Title	Pay Group	FLSA Status	EEOC Category
911	County Fire:Marshal/Fire Investigator	117	Non - exempt	Service Worker
1001	Constable	Unclass.	Not Covered	Executive/Senior Level Official and Manager
1030	Animal Control Officer	110	Non-exempt	Service Worker
1031	Sheriff	Unclass.	Not Covered	Executive/Senior Level Official and Manager
1032	Chief Deputy Sheriff	123	Exempt	First/Mid Level Officials and Manager
1033	Captain	121	Exempt	Service Worker
1034	Detective and Crime Stoppers Coordinator	116	Non-exempt	Service Worker
1035	Detective	116	Non-exempt	Service Worker
1036	Sergeant	117	Non-exempt	Service Worker
1037	Deputy Sheriff (Patrol)	115	Non-exempt	Service Worker
1038	Deputy Sheriff (Transport)	115	Non-exempt	Service Worker
1039	Lieutenant	119	Exempt	Service Worker
1040	Special Project Officer	115	Non-exempt	Service Worker
1041	Corporal (FTO)	116	Non-exempt	Service Worker
1042	Telecommunications Supervisor	114	Non-exempt	Administrative Support
1043	Telecommunications Operator	111	Non-exempt	Administrative Support
1044	Telecommunications Assistant Supervisor	112	Non-exempt	Administrative Support
1045	Computer Records Specialist	112	Non-exempt	Administrative Support
1046	Assistant to the Commissioner	115	Non-exempt	Administrative Support
1047	Administrative Assistant/Sheriff	113	Non-exempt	Administrative Support
1048	CID/Evidence Officer	117	Non-exempt	Service Worker
1049	Warrant Clerk	111	Non-exempt	Administrative Support
1050	School Resource Officer	115	Non-exempt	Service Worker
1051	Jail Administrator	121	Exempt	Service Worker
1053	Corrections Officer/Shift Supervisor	115	Non-exempt	Service Worker
1054	Medical Assistant	114	Non-exempt	Technicians
1055	Corrections Officer	111	Non-exempt	Service Worker
1056	Warrant Officer	115	Non-exempt	Service Worker
1057	Corporal	113	Non-exempt	Service Worker
1058	Licensed Vocational Nurse-Jail Nurse	116	Non-exempt	Technicians
1059	Assistant Jail Administrator (Lieutenant)	119	Exempt	Service Worker
1060	Evidence/Procurement Manager	112	Non-exempt	Service Worker
1061	Senior Bailiff	115	Non-exempt	Service Worker
1062	Bailiff/District Court	Unclass.	Non-exempt	Service Worker
1063	Bailiff	112	Non-exempt	Service Worker
1064	Crime Victim Liaison	109	Non-exempt	Administrative Support
1065	Pre-Trial Services Coordinator	110	Non-exempt	Administrative Support
1066	Indigent Defense Coordinator	112	Non-exempt	Administrative Support
1101	County Court-at-Law Judge	Unclass.	Not Covered	Executive/Senior Level Official and Manager
1103	Court Coordinator	116	Exempt	Administrative Support
1104	Judicial Programs Coordinator	112	Exempt	Administrative Support
1105	Court Reporter	119	Non - exempt	Administrative Support
1113	Chief Investigator	119	Exempt	Service Worker
1117	Senior Trial Associate	117	Exempt	Administrative Support
1121	Criminal District Attorney	Unclass.	Not Covered	Executive/Senior Level Official and Manager

## Polk County Inventory - By Job (Class) Descriptions

*General guideline only, departments may use positions not listed*

<b>Class #</b>	<b>Job Title</b>	<b>Pay Group</b>	<b>FLSA Status</b>	<b>EEOC Category</b>
1122	Assistant Criminal District Attorney/Misdemeanor	Unclass.	Exempt	Professionals
1123	Criminal Investigator	117	Non-exempt	Service Worker
1124	Assistant Criminal District Attorney/Felony	Unclass.	Exempt	Professionals
1125	Assistant Victim Assistance Coordinator	109	Non-exempt	Administrative Support
1126	Legal Secretary	110	Non-exempt	Administrative Support
1127	Trial Associate	110	Non-exempt	Administrative Support
1128	First Assistant District Attorney	Unclass.	Exempt	Professionals
1129	Chief Prosecutor	Unclass.	Exempt	Professionals
1130	Victim Assistance Coordinator	112	Non-exempt	Administrative Support
1131	District Clerk	Unclass.	Not Covered	Executive/Senior Level Official and Manager
1141	Justice of the Peace	Unclass.	Not Covered	Executive/Senior Level Official and Manager
1145	JP Chief Court Clerk	114	Exempt	Administrative Support
1231	Emergency Management Coordinator	121	Exempt	First/Mid Level Officials and Manager
1232	Permit/Inspection Supervisor	115	Exempt	First/Mid Level Officials and Manager
1233	Deputy Emergency Management Coordinator	116	Exempt	Professionals
1235	Permit Coordinator	110	Non-exempt	Administrative Support
1236	Project Liaison	114	Exempt	Administrative Support
1241	Veteran's Services Officer	115	Non-exempt	First/Mid Level Officials and Manager
1242	Assistant Veteran Services Officer	113	Non-exempt	Administrative Support
1261	Aging Services Director	117	Exempt	First/Mid Level Officials and Manager
1262	Site Manager (Aging Services)	113	Non-exempt	Service Worker
1263	Assistant Aging Services Director	115	Non-exempt	Service Worker
1264	Head Cook	108	Non-exempt	Service Worker
1265	Cook	105	Non-exempt	Service Worker
1266	Kitchen Helper	102	Non-exempt	Service Worker
1269	Aging Services Worker	107	Non-exempt	Service Worker
1271	Social Services Coordinator	113	Exempt	First/Mid Level Officials and Manager
1282	Museum Curator	114	Exempt	Professionals



## **Job Description: CHIEF INVESTIGATOR**

**CLASS NO.** 1113

**EEOC CATEGORY:** Protective Service Workers

**PAY GROUP:** 119

**FLSA:** Exempt

### **SUMMARY OF POSITION:**

Supervises and Conducts investigations and provides support for the trial of criminal cases. Provides evaluation and analysis of the investigative work completed by law enforcement agencies and district attorney investigations. Performs other duties as directed by the District Attorney.

### **ORGANIZATIONAL RELATIONSHIPS:**

1. **Reports to:** Elected or appointed official in department.
2. **Directs:** Other Investigators.
3. **Other:** Has contact with other departmental employees, the general public, attorneys, and law enforcement officials. May have contact with other county departments; public schools; and local, state, out of state, and/or federal agencies.

### **EXAMPLES OF WORK:**

#### **General Duties\***

Works closely with the prosecutors, review and work up criminal cases as assigned. Assists in court during regular scheduled dockets. Locate and interviews victims, witnesses, and other persons deemed to be relevant to the case. As well as;

Review all cases turned in (misdemeanor and felonies).

Order/request prior judgments and penitentiary packets for each case file when necessary.

Request any additional information needed for cases files to ensure they are ready for prosecution.

Conduct follow up interviews with witnesses/victims/law enforcement for cases when necessary.

Review cases post indictment to ensure they are trial ready when they are placed on the trial docket.

Assists in the presentation and preparation of courtroom/trial material.

Testifies in court when necessary.

*\*for the purpose of compliance with the Americans With Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.*

12/22

**CLASS NO. 1113 (Continued)**

Assists local law enforcement agencies with criminal investigation when requested.

Acts as a liaison between the District Attorney's Office and all law enforcement agencies.

Serves citations and subpoenas as required.

Assists in preparation and execution of arrest and search warrants.

Aid in vetting process for every Voir Dire.

Subpoenaing records required for investigation for all law enforcement agencies that we serve.

Obtain evidence for cases when required.

Accompanying victims to hospital for medical treatment or meeting them at the hospital to obtain statements for agencies when needed.

Interviewing suspects when necessary.

Aid with victim assistance in court.

Assist agencies with signing up and maintaining confidential informants.

Attend autopsies when necessary.

Attend multi-disciplinary team meetings when necessary.

Subpoena all witnesses for court proceedings to include trials.

Manage and organize all witnesses for trial testimony.

Prepare all necessary exhibits for trial.

Manage all courtroom electronic equipment used in court/trial.

Attend and maintain all training requirements for TCOLE licensing.

Accompany and conduct Sex Offender compliance checks with state and federal agencies in our community.

Attend forensic interviews when necessary.

Assist with department vehicle maintenance requirements.

Performs such other duties as may be assigned.

**CLASS NO. 1113 (Continued)**

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*Knowledge of:* working knowledge of spreadsheet, word processing and database software; good verbal and written communication and organizational skills; interpersonal skills and ability to deal effectively with the public and victims of crime and their families.

*Ability to:* Must be able to complete projects and tasks in a in a timely and accurate manner. Knowledge of TCIC/NCIC databases.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

High School graduation, or its equivalent, plus eight years of law enforcement experience, with a minimum of five years of investigative experience, including at least two years of office management experience with supervisory responsibilities;

**CERTIFICATES AND LICENSES REQUIRED:**

Must be licensed as a Texas Peace Officer, Advanced TCOLE Certification preferred but not required.

Must possess or be willing to obtain a TCOLE instructors license.

## **Job Description: SENIOR TRIAL ASSOCIATE**

**CLASS NO.** 1117

**EEOC CATEGORY:** Administrative Support

**PAY GROUP:** 117

**FLSA:** Exempt

### **SUMMARY OF POSITION:**

Assists the division attorneys in the completion of their daily responsibilities and preparation of cases for trial. Participates in planning of programs, policies or objectives of own work group and department.

### **ORGANIZATIONAL RELATIONSHIPS:**

1. **Reports to:** Elected or appointed official in department.
2. **Directs:** Chief Deputy Clerk and other Subordinate Employees.
3. **Other:** Has regular contact with other departmental employees, the general public, and one or more of the following: attorneys, internal auditors, abstract and tax offices, and law enforcement officials. May have contact with other county departments; public schools; and local, state, and/or federal agencies.

### **EXAMPLES OF WORK:**

#### **General Duties\***

Gathers and reviews legal and evidentiary material to ensure compliance with rules of evidence.

Ensures criminal discovery law compliance to ensure each accused is entitled to a fair and impartial trial and due process of the law.

Prepares delegated motion practice documents and prepares drafts of pretrial prosecution motions and post-trial motions and responses to defense motions.

Prepares trial exhibits, witness lists, exhibit lists and trial briefs.

Assists the division attorneys in court hearings and trials.

Communicates with court personnel and defense attorneys regarding court settings and the details of discovery/filings/pleadings/motions.

Reviews court orders for discovery considerations and prepares disclosure of the same.

Reviews and edits computer database entries and electronic files associated with criminal cases.

*\*for the purpose of compliance with the Americans With Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.*

**CLASS NO. 1117 (Continued)**

Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers.

Other Important Duties\*

Performs such other duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*Knowledge of:* basic Texas criminal laws, procedures and evidence. Working knowledge of legal terminology, legal office practices and legal research, writing and drafting skills.

*Ability to:* draft legal documents, analyzing and comprehending legal arguments from criminal pleadings/filings. Strong computer and typing skills. Excellent verbal and written communications with the ability to deal effectively with the public, other employees and elected officials.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

Associate or Bachelor's degree in Criminal Justice\Paralegal Studies or related field.

**CERTIFICATES AND LICENSES REQUIRED:**

Paralegal Program Certificate, or comparable experience.

## **Job Description: TRIAL ASSOCIATE**

**CLASS NO.** 1127

**EEOC CATEGORY:** Administrative Support

**PAY GROUP:** 110

**FLSA:** Non-exempt

### **SUMMARY OF POSITION:**

Provides legal assistance with legal and other documents for a specified departmental supervisor, including duties.

### **ORGANIZATIONAL RELATIONSHIPS:**

1. **Reports to:** Senior Trial Associate or other designated supervisor in the department or unit.
2. **Directs:** This is a non-supervisory position, but may assign work to other employees.

### **EXAMPLES OF WORK:**

#### **Essential Duties\***

Receives, logs, and files necessary legal documents and reports in the adjudication and disposition of cases or in connection with business transactions of the county;

Responds to inquiries from law enforcement agencies regarding the status of certain cases;

Receives, sorts, and distributes incoming mail and stuffs, seals, and posts outgoing mail;

Maintains accurate filing systems for information relating to assigned cases (may be computerized);

Types a variety of documents, including letters, statements, memos, reports, and legal forms;

Receives and logs money and is accountable for daily receipts;

Maintains case dockets;

Prepares agendas and schedules;

Provides services as a Notary Public;

Conducts research to aid in locating witnesses;

Maintains various records and statistics needed for reporting purposes and prepares and submits reports;

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**CLASS NO. 1127 (Continued)**

Transcribes legal and other technical dictation;

Ensures compliance with rules of evidence ;

Any legal trial assistance as identified by prosecutor for individual cases; and

**Other Important Duties\***

May be responsible for maintaining an adequate inventory of office supplies for the department to which assigned; and

Performs such other duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*Knowledge of:* legal, courtroom, and county procedures.

*Skill to:* Operate office equipment, including typewriter, word processor, calculator, dictation/transcribing equipment, and copy machine. Recommended typing speed is 45 net words per minute with a high degree of accuracy. Appointed Department Heads are required and Elected Officials are strongly encouraged to utilize job related skills testing in the application process.

*Ability to:* take sufficiently accurate notes at meetings from which to prepare statements (shorthand, speed-writing, etc.); apply correct business English, spelling, punctuation, and math; establish and maintain effective working relationships with other county departments or offices, employees of outside law enforcement agencies and organizations, other county employees, and the general public; understand and follow oral and written instructions and to request clarification when needed; make decisions in stressful situations; and maintain appropriate necessary certifications.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

High school graduation, or its equivalent, and one year of secretarial experience involving the use of legal terminology;

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**CERTIFICATES AND LICENSES REQUIRED:**

Certification as a Notary Public.

Paralegal certification preferred.

\*for the purpose of compliance with the Americans With Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

## **Job Description: ASSISTANT CRIMINAL DISTRICT ATTORNEY**

**CLASS NO.** 1122

**EEOC CATEGORY:** Professionals

**PAY GROUP:** Unclassified

**FLSA:** Exempt

### **SUMMARY OF POSITION:**

Screens misdemeanor and juvenile cases for legal sufficiency of charges; prepares cases for prosecution and/or court hearings for which the district Attorney's office has responsibility; and presents and /or prosecutes cases in the county court-at- law, juvenile court, justice of the peace courts, and/or district court.

### **ORGANIZATIONAL RELATIONSHIPS:**

1. **Reports to:** Chief Prosecutor – Misdemeanors and Juveniles.
2. **Directs:** Does not supervise other employees but may assign and review work of Investigator and Secretary.
3. **Other:** Works closely with other departmental employees, other county departments, law enforcement agencies, court personnel, other governmental and social service agencies, outside attorneys, and the general public.

### **EXAMPLES OF WORK:**

#### **Essential Duties\***

Screens and reviews cases to determine the legal and factual sufficiency of the case;

Conducts investigations and negotiations to determine recommendations for court action;

Performs legal research necessary for felony or misdemeanor criminal prosecutions;

Prepares cases for trial, researches and briefs areas of the law specifically related to the cases(s) and to any potential appeal, and assures the issuance or creation of related legal documents including subpoenas, motions, writs, warrants, and other related documents;

Confers with supervisor, defense attorneys, investigators, law enforcement officials, victims, witnesses, and other parties concerning assigned cases;

Litigates misdemeanor and juvenile cases before appropriate court and/or jury;

Assesses the need for protective orders and files for temporary protective orders as necessary; Responds to correspondence from persons making inquiry to or requesting information from the department;

**CLASS NO.** 1122 (Continued)

*\*for the purpose of compliance with the Americans With Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.*



Assists clerical and legal secretarial staff as needed; may supervise clerical or secretarial staff on the processing of an assigned case; confers with para-legals regarding assigned cases;

Complies statistical reports, utilizing the computer to process, retrieve, and disseminate information;

Prosecutes cases or assists in the prosecution of cases in justice of the peace courts, county court-at-law; juvenile court, and district court;

Interviews and prepares witnesses for court hearings;

Writes appellate briefs and argues cases before appellate courts; and

Assumes responsibilities of Chief Prosecutor – Misdemeanors and Juveniles in his/her absence.

**Other Important Duties\***

May be an attorney advocate in and conduct juvenile, DHS, or state mental commitment hearings; and

Performs such other duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*Knowledge of:* judicial principles, criminal law principles, Texas Family Code, Texas Code of Criminal Procedures, Texas Penal code, and public law.

*Skill to:* operate a computer to process and retrieve data and information.

*Ability to:* Develop research methods and perform legal research; receive and follow general instructions and make decisions; consult knowledgeable with victims, witnesses, law enforcement personnel and defendants; analyze facts, procedures, and legal precedent; present facts and precedents effectively in court and in writing; establish and maintain effective working relationships with other county employees and officials, court personnel, other attorneys, and the general public; and communicate effectively both orally and in writing, including ability to present cases effectively before courts and/or juries.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

J.D. or L.L.B. degree from an accredited law school;

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CLASS NO. 1122 (Continued)

**CERTIFICATES AND LICENSES REQUIRED:**

\*for the purpose of compliance with the Americans With Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

License from the Texas State Bar to practice law in the State of Texas.

**Job Description: ASSISTANT CRIMINAL DISTRICT ATTORNEY-  
FELONY PROSECUTOR**

**CLASS NO.** 1124

**EEOC CATEGORY:** Professionals

**PAY GROUP:** Unclassified

**FLSA:** Exempt

**SUMMARY OF POSITION:**

Screens felony cases for legal sufficiency of charges; prepares cases for prosecution and/or court hearings for which the District Attorney's office has responsibility; and presents and /or prosecutes cases in the district court. Responsible for case intake, grand jury, plea negotiations, trials and appeals. Also provides regular advice to law enforcement and has daily interaction with office of the Community Supervision Department.

**ORGANIZATIONAL RELATIONSHIPS:**

1. **Reports to:** First Assistant Criminal District Attorney
2. **Directs:** Does not supervise other employees but may assign and review work of Investigator and Secretary.
3. **Other:** Works closely with other departmental employees, other county departments, law enforcement agencies, court personnel, other governmental and social service agencies, outside attorneys, and the general public.

**EXAMPLES OF WORK:**

**Essential Duties\***

Screens and reviews cases to determine the legal and factual sufficiency of the case;

Conducts investigations and negotiations to determine recommendations for court action;

Performs legal research necessary for felony criminal prosecutions;

Prepares cases for trial, researches and briefs areas of the law specifically related to the cases(s) and to any potential appeal, and assures the issuance or creation of related legal documents including subpoenas, motions, writs, warrants, and other related documents;

Confers with supervisor, defense attorneys, investigators, law enforcement officials, victims, witnesses, and other parties concerning assigned cases;

Litigates felony cases before appropriate court and/or jury;

Assesses the need for protective orders and files for temporary protective orders as necessary; Responds to correspondence from persons making inquiry to or requesting information from the department;

*\*for the purpose of compliance with the Americans With Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.*

**CLASS NO. 1124 (Continued)**

Assists clerical and legal secretarial staff as needed; may supervise clerical or secretarial staff on the processing of an assigned case; confers with para-legals regarding assigned cases;

Complies statistical reports, utilizing the computer to process, retrieve, and disseminate information;

Prosecutes cases or assists in the prosecution of cases in district court;

Interviews and prepares witnesses for court hearings;

Writes appellate briefs and argues cases before appellate courts; and

Other Important Duties\*

Performs such other duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*Knowledge of:* judicial principles, criminal law principles, Texas Penal Code, Texas Code of Criminal Procedures, Texas Penal code, and public law.

*Skill to:* operate a computer to process and retrieve data and information.

*Ability to:* Develop research methods and perform legal research; receive and follow general instructions and make decisions; consult knowledgeable with victims, witnesses, law enforcement personnel and defendants; analyze facts, procedures, and legal precedent; present facts and precedents effectively in court and in writing; establish and maintain effective working relationships with other county employees and officials, court personnel, other attorneys, and the general public; and communicate effectively both orally and in writing, including ability to present cases effectively before courts and/or juries.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

J.D. or L.L.B. degree from an accredited law school;

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**CERTIFICATES AND LICENSES REQUIRED:**

License from the Texas State Bar to practice law in the State of Texas.

\*for the purpose of compliance with the Americans With Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*

## **Job Description: FIRST ASSISTANT DISTRICT ATTORNEY**

**CLASS NO.** 1128

**EEOC CATEGORY:** Professionals

**PAY GROUP:** Unclassified

**FLSA:** Exempt

### **SUMMARY OF POSITION:**

Reviews felony cases; prepares cases for prosecution and/or court hearing for which the District Attorney's office has responsibility; and presents and/or prosecutes cases for the grand jury, and/or district court.

### **ORGANIZATIONAL RELATIONSHIPS:**

1. **Reports to:** Criminal District Attorney.
2. **Directs:** Does not supervise other employees but may assign and review work of investigator and Secretary.
3. **Other:** Works closely with other departmental employees, other county departments, law enforcement agencies, court personnel, other governmental and social service agencies, outside attorneys, and the general public.

### **EXAMPLES OF WORK:**

Reviews felony cases to determine the legal and factual sufficiency of the case;

Litigates felony prosecutions, including handling pleas, arraignments, probation revocations, and other hearings;

Represent cases to grand jury;

Advises law enforcement agencies on procedure, policy, and law;

Communicates with county and district clerks, law enforcement agencies, attorneys, general public, and others regarding cases before the court;

Responds to correspondence from persons making inquiry to or requesting information from the department;

Writes appeals, briefs, and correspondence;

Performs legal research necessary for felony criminal prosecution; and

Interviews and prepares witnesses for court hearing.

CLASS NO. 1128 (Continued)

Other Important Duties\*

Performs such other duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*Knowledge of:* Judicial principles, criminal law principles, Texas Code of Criminal Procedures, Texas Penal code, and public law.

*Skill to:* operate a computer to process and retrieve data and information.

*Ability to:* develop research methods and perform legal research; receive and follow general instructions and make decisions; consult knowledgeably with victims, witnesses, law enforcement personnel and defendants; analyze facts, procedures, and legal precedent; present facts and precedents effectively in court and in writing; establish and maintain effective working relationships with other county employees and officials, court personnel, other attorneys, and the general public; and communicate effectively both orally and in writing, including ability to present cases effectively before courts and/or juries.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

J. D. or L.L.B degree from an accredited law school plus two years of litigation experience; and abilities.

**CERTIFICATES AND LICENSES REQUIRED:**

License from the Texas State Bar to practice law in the State of Texas.

## **Job Description: CHIEF PROSECUTOR**

**CLASS NO.** 1129

**EEOC CATEGORY:** Professionals

**PAY GROUP:** Unclassified

**FLSA:** Exempt

### **SUMMARY OF POSITION:**

Reviews misdemeanor and juvenile cases; prepares cases for prosecution and/or court hearings for which the District Attorney's office has responsibility; and presents and/or prosecutes cases in the county court-at-law, juvenile court, justice of the peace courts, and/or district court.

### **ORGANIZATIONAL RELATIONSHIPS:**

1. **Reports to:** Criminal District Attorney.
2. **Directs:** Assistant Criminal District Attorney I, assistant Criminal District Attorney II, Secretaries, and investigators.
3. **Other** Works closely with other departmental employees, other county departments, law enforcement agencies, court personnel, other governmental and social service agencies, outside attorneys, and the general public.

### **EXAMPLES OF WORK:**

#### **Essential Duties\***

Supervises assigned personnel, including assigning and reviewing work, completing performance reviews, instructing employees, and making recommendations for personnel actions;

Reviews misdemeanor and juvenile case files to determine the legal and factual sufficiency of the case;

Negotiates pleas and sets cases for trial or motion settings;

Interviews protective order applicants and reviews protective order applications;

Attends protective order hearings;

Reviews cases for Texas Department of Protective and Regulatory Services (CPS);

Represents CPS at trials and hearings;

Litigates misdemeanor and juvenile cases before appropriate court and/or jury;

*\*for the purpose of compliance with the Americans With Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.*

**CLASS NO. 1129 (Continued)**

Attends meetings with juvenile probation to review cases on docket;

Responds to correspondence from persons making inquiry to or requesting information from the department;

Prosecutes cases in justice of the peace courts, county courts-at-law, juvenile court, and district court;

Assists with budget preparation;

Signs restitution checks and reviews restitution account information;

Writes grant applications; and

Purchases department equipment and supplies.

**Other Important Duties\***

Performs such other duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*Knowledge of:* supervisory management, judicial principles, criminal law principles, Texas family Code, Texas Code of Criminal Procedures, Texas Rules of Civil Procedure, Texas Penal Code, and public law.

*Skill to:* operate a computer to process and retrieve data and information.

*Ability to:* develop research methods and perform legal research; receive and follow general instructions and make decisions; consult knowledgeably with victims, witnesses, law enforcement personnel and defendants; analyze facts, procedures, and legal precedent; present facts and precedents effectively in court and in writing; establish and maintain effective working relationships with other county employees and officials, court personnel, other attorneys, and the general public; and communicate effectively both orally and in writing, including ability to present cases effectively before courts and/or juries.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

J.D. or L.L.B. degree from an accredited law school plus five years of litigation experience;

*or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**CERTIFICATES AND LICENSES REQUIRED:**

License from the Texas State Bar to practice law in the State of Texas.

\*for the purpose of compliance with the Americans With Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*