

Williamson County Job Description

DISTRICT ATTORNEY'S OFFICE

Job Title: DA Felony Prosecutor III
(Public Integrity)

FLSA: EXEMPT

Pay Grade: B-39

Effective Date: 3/2021

JOB SUMMARY:

The DA Felony Prosecutor III (Public Integrity) performs supervisory and specialized professional legal work to ensure the proper investigation and, when appropriate, the prosecution of criminal offenses committed by Public Servants. Work involves assisting and advising law enforcement personnel in the investigation and filing of Official Misconduct and Civil Rights cases and managing all aspects of prosecuting the Official Misconduct and Civil Rights charges filed with the Williamson County District Attorney's Office. The DA Felony Prosecutor III (Public Integrity) is a critical part of maintaining the public's trust in government by ensuring public servants perform their duties in a lawful and ethical manner and all individuals are treated fairly under the law.

DUTIES AND RESPONSIBILITIES:

- Responsible for assisting law enforcement personnel in Official Misconduct and Civil Rights investigations and providing legal counsel regarding the filing of appropriate charges.
- Drafts search and arrest warrants (24 hours per day, 7 days per week) for Official Misconduct and Civil Rights cases.
- Reviews newly filed Official Misconduct and Civil Rights charges to determine quality and depth of investigation, completeness of case file, and supervises the intake and presentation to Grand Jury for Indictment, and/or disposition.
- Evaluates Official Misconduct and Civil Rights cases and determines appropriateness of plea agreements, trial, or other disposition, conducting necessary legal research, conferring with parties involved including victims and law enforcement personnel, consulting supervisor, and advises and negotiates resolutions with defense attorneys.
- Supervises, assists and trains subordinate attorneys in all aspects of evaluating and prosecuting Official Misconduct and Civil Rights cases for plea or jury and non-jury trial, prioritizing and directing tasks, overseeing work activities, and ensuring that case dispositions are appropriate and consistent with office policies and procedures.
- Performs advanced legal work and serves as lead counsel in Grand Jury presentations and trials of Official Misconduct and Civil Rights prosecutions. Work includes conferring with law enforcement, victims, and judicial personnel, performing legal research, directing DA Investigator in gathering records, locating and interviewing witnesses, reviewing and evaluating case files and evidence, preparing complex cases for presentation to Grand Jury, trial, or other disposition, providing discovery, and advising and negotiating with defense attorneys.
- Confers with Judicial Personnel on settings for pre-indictment cases, indicted cases, pre-trial settings, non-jury settings, jury trial settings, motions to revoke or adjudicate, and conducts other pre-trial and post-trial motions and/or hearings. Handles negotiated pleas in court, prepares necessary paperwork, and confers with court and probation personnel

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as appropriate.

- Coordinates, prepares and presents training on the effective investigation and prosecution of Official Misconduct and Civil Rights offenses to law enforcement, and other individuals involved in investigating and prosecuting Official Misconduct and Civil Rights cases.
- Other duties as assigned by the Williamson County District Attorney.

MINIMUM QUALIFICATIONS:

- A Juris Doctor from an accredited law school and a license to practice law in the State of Texas.
- Eight (8) years licensed attorney work experience in diverse criminal matters, including five (5) years' experience in prosecuting felony offenses with emphasis on prosecution of Official Misconduct and Civil Rights cases; or an equivalent combination of education, experience and training.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Criminal law and procedure, including constitutional and statutory law.
- Legal research and investigative methodology, judicial procedure, and Rules of Evidence.
- Ethical guidelines as outlined by professional standards and federal, State, and local laws, rules, and regulations.
- Methods and practices of pleading cases and of effective techniques for presentation of cases in court or to effectively present facts and precedents orally 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 packages.
- Business letter writing, grammar and punctuation, and report preparation.

Skills in:

- Problem-solving and decision-making.
- High degree of skill in case evaluation and advocacy.
- Expertise in the trial of felony criminal cases.
- Analyzing and appraising facts, policies, procedures and legal precedents in area of specialty.
- Both verbal and written communication skills, including presentations.

Ability to:

- Work effectively with co-workers, employees, and management in a pleasant, professional manner.

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- Analyze and appraise facts, procedures, and legal precedents affecting complex court cases in area of Official Misconduct and Civil Rights cases.
- Conduct legal research and analysis, both manually and electronically.
- Present facts, precedents and arguments orally and in writing and apply negotiation skills.
- Communicate effectively, both orally and in writing.
- Work independently and efficiently.
- Manage time well, perform multiple tasks and organize diverse activities.
- Work well under pressure in a high-volume office, produce accurate work, maintain strict confidentiality, and meet established deadlines.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and officials, and the general public.

PREFERRED REQUIREMENTS:

- Board Certification or desire to seek Board Certification in Criminal Law

IRREGULAR HOURS:

- N/A Exempt.

PHYSICAL DEMANDS:

- Sitting at a desk or other workstation, standing, stooping walking, bending, or crouching.
- Occasionally lifts light and heavy objects.
- Random stressful and confrontational situations with the public and defendants.
- Occasionally responds to late night callouts requiring performance with few hours or no sleep.
- Some travel required.

ENVIRONMENTAL FACTORS:

- Work is primarily indoors, with HVAC system.
- Contact with public and law enforcement agencies.
- Contact with defendants accused of felony offenses.

ORGANIZATION RELATIONSHIPS:

- Reports directly to the First Assistant District Attorney.
- Direct Reports – none.

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SIGNATURES – REVIEW AND COMMENT

I have written/reviewed this job analysis and find it to be an accurate description of the demands of the job.

Signature of Employee

Date

Shawn Dick – District Attorney
Elected Official

Signature of Elected Official

Date

COMMENTS:

These statements are intended to describe the general nature and level of work being performed by this employee. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.