

Katie Boggeman District Attorney

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January 7, 2025

97th Judicial District Attorney's Office

Position: 2nd Assistant District Attorney- Felony Prosecutor

Location: Archer, Clay, and Montague Counties (Home office Montague County)

Salary: \$70,000.00 (plus Benefits)

Hours: Full time

- Includes Great County benefits

Posting Date: January 7, 2025

Closing Date: until filled

General Description: Serve as an 2nd Assistant District Attorney- Felony Prosecutor in Archer, Clay, and Montague Counties. This is a place to get experience, try cases with good juries and have the flexibility of a small office environment. We are looking for a dependable and honorable individual that conducts themselves in a professional manner and can maintain good working relationships with staff, the Court, the public, witnesses, other attorney's, and county officials. The ability to work effectively in high-pressure situations and use common sense and good judgment is a must.

Essential Duties:

- Represent the State of Texas in all matters handled by the DA's office
- Case intake: review and process case packets for criminal cases filed by law enforcement agencies and determine how to proceed with the case- including presenting cases to the Grand Jury.
- Attend all court settings and hearings in the three counties, conduct discussions and plea bargain negotiations, properly prepare cases that are assigned to them to proceed through the court process including presentation to the grand jury, bond hearings, pretrial hearings, trial, appeal, and revocation hearings.
- Review assigned cases in a reasonable time frame, request additional information, subpoena material documents, prepare and file motions timely, respond to defense requests timely and thoroughly.
- Complies with the rules, regulations, and policies of the District Attorney's Office, and any

and any written or oral directives of his/her supervisor and the Texas Code of Professional Responsibility.

- Timely files, responds and handles forfeiture cases.
- Performs all other job-related duties assigned.

Minimum Requirements:

- Must be a graduate of an A.B.A accredited law school
- Must have a license to practice law in the State of Texas and be in good standing with the State and local bar associations.
- We prefer some experience and a working knowledge of criminal law, criminal procedure, and the Criminal rules of evidence.
- Must be familiar with the principles of legal research and writing and be able to evaluate complex legal issues.
- Must be able to analyze facts and case precedents and present them effectively in court.
- Must pass a pre-employment background and drug test
- Must be able to pass a thorough background investigation conducted by the 97th District Attorney's office and local law enforcement agency.

Conditions of Employment:

- Must be willing to travel to the all three offices in the 97th Judicial District in Archer, Clay, and Montague counties (there is mileage reimbursement for travel to 2 of the 3 counties).

APPLY TO:

To be considered for employment, please submit your resume and an Employment Application found on the Montague County website at

<https://www.co.montague.tx.us/page/montague.Jobs.Openings>

Attention: Katie Boggeman, 97th Judicial District Attorney