

## **ASSISTANT COLORADO COUNTY ATTORNEY**

**The Colorado County Attorney's Office is an office with felony jurisdiction**

### **Duties and Responsibilities**

- 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 to discovery requests. Oversees the creation and issuance of legal document, including subpoenas, motions, orders, writs, warrants, contracts, official policies and other related documents. Represents the State in court.
- Prepares cases for trial. Collects, organizes and prepares evidence, information and other legal materials.
- Performs job-related duties as assigned.

### **Minimum Requirements**

#### **Education and experience:**

J.D./LL.B from an accredited law school. (Salary dependent upon experience)

#### **Licenses, Registrations, Certifications, or Special Requirements:**

Licensed to practice law in the State of Texas.

### **Knowledge, Skills, and Abilities:**

#### **Knowledge of:**

- Jurisprudence, criminal and civil law and procedures, including constitutional and statutory law.
- Federal, State, Local and County applicable laws, rules, regulations 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 packages.
- Business letter writing, grammar and punctuation, and report preparation.

- May be required to develop knowledge of and adhere to federal and state laws requiring the confidential handling of certain health information.

**Skill in:**

- Problem-solving and decision-making.
- Analyzing and appraising facts, policies, procedures, and legal precedents in area of specialty.
- Both verbal and written communication, including presentations.

**Ability to:**

- Conduct legal research and analysis, both manually and electronically.
- Present facts, precedents, and arguments verbally and in writing and apply negotiation skills.
- Communicate effectively, both verbally and in writing.
- 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, other County employees and officials, and the general public.

**This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities may vary based on the specific tasks assigned to the position.**

**Applications**

To be considered, interested candidates must submit an Employment Application available at <https://www.co.colorado.tx.us/page/colorado.Jobs.Openings>

Not every applicant will be interviewed. No phone calls. Applications will be accepted until the position is filled. Employment is **ALWAYS AT WILL** of the County Attorney.

Resumes may be emailed to:

Eugenia Behrens, [eugenia.behrens@co.colorado.tx.us](mailto:eugenia.behrens@co.colorado.tx.us)