



**Tarrant County  
Criminal District Attorney  
Job Description  
Title: Career Path Attorney (Civil)**

Grade: **72-76 (Salary Commensurate with Experience)**  
Salary: **\$2,949.65 - \$4,478.17 Biweekly**  
To Apply: **Resumes and cover letters should be sent to: [applicants@tarrantcountytexas.gov](mailto:applicants@tarrantcountytexas.gov)**

**SUPPLEMENTAL QUESTIONS: (Responses MUST be submitted to apply)**

1. Describe your experience drafting, reviewing and negotiating contracts.
2. Describe your experience handling employment law matters.
3. Describe your experience rendering legal opinions or advice in writing.

**SUMMARY:**

Represent Tarrant County, and its elected officials, in all civil matters. Provide written or verbal legal advice to clients, and draft legal instruments or other written documents with legal implications. Investigate facts giving rise to legal issues and bring about solutions to clients' legal problems in a variety of forums. This attorney interacts with departmental supervisors and peers, other county employees.

This licensed attorney generally handles civil matters of moderate complexity. Attorney works under the intermittent supervision of more experienced attorneys to build knowledge, skills and expertise.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Makes decisions and counsels with clients concerning proceedings in court or related forums.
2. Drafts and files pleadings, answers, motions, briefs, and responses necessary to conduct litigation and proceedings in related forums.
3. Appears in court and forums to make legal arguments and act as an advocate.
4. Identifies, locates, and prepares witnesses to present testimony effectively in court or related forums.
5. Counsels and advises clients within the bounds of confidentiality, when applicable, regarding legal issues, in all phases of litigation and in non-adversarial contexts.
6. Drafts legal instruments and documents with legal implications.
7. Negotiates with others to settle litigation or other contested matters or to assist in solving problems with legal implications.
8. Develops knowledge, skill, and expertise in applicable areas of law to keep pace with current developments.
9. Strives for experience, knowledge and skills.
10. Performs all other related duties, as assigned or required.

**MINIMUM REQUIREMENTS:**

Juris Doctorate (JD) degree required. Must be licensed to practice law in the State of Texas and be a member in good standing of the State Bar of Texas. Prior experience in the relevant area of law is essential. Good working knowledge, understanding and ability to apply the applicable laws, procedures, case holdings and departmental policies is essential. Ability to work efficiently and effectively in high-pressure situations. Possesses analytical ability, be diplomatic and tactful and use good judgment and common sense. Possesses proficient verbal and written skills to communicate information and directions to courts, attorneys, investigators, police agencies and citizens. Attorney is responsible for working in a cooperative manner with support staff and investigators. Attorney must be computer literate.

**SUPERVISORY RESPONSIBILITIES:**

This position has no supervisory responsibilities.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

While performing the duties of this position, the attorney is regularly required to walk, sit, stand, bend, stoop, grasp, lift, reach, pull and push.

**OTHER REQUIREMENTS:**

Regular attendance is required. Attorney must arrive at work on time, prepared to perform assigned duties and work assigned schedule. Attorney must have the ability to work well with others. Attorney must be able to perform the essential functions of the position without posing a direct threat to the health and safety of themselves and others. Tarrant County will conduct background checks that will include a criminal background check and may include credit reports, motor vehicle records, employment records or educational attainment.

**DECISION MAKING:**

This attorney exercises moderate professional discretion and independence under the intermittent supervision of more experienced attorneys and may occasionally provide input into certain policy-making decisions, although the position carries no policy making power.