CHRISTINA MITCHELL
38th Judicial District Attorney
Real and Uvalde Counties

Employment Opportunity Posting

POSITION: Assistant District Attorney – Border Prosecutor Assigned to Texas Anti-Gang Center in Bexar County, Texas

SALARY: Up to 100,000.00 plus benefits (depending on experience).

LOCATION: 38th Judicial District Attorney's Office
524 East Nopal Street
Uvalde, Texas 78801

ASSISTANT DISTRICT ATTORNEY-BORDER PROSECUTOR

The Office of the District Attorney, 38TH Judicial District, has an opening for an Assistant District Attorney-Border Prosecutor assigned to the Texas Anti-Gang Unit in Bexar County to prosecute felony border crimes in coordination with the anti-gang initiatives. We are looking for an experienced and highly self-motivated hardworking assistant district attorney. Salary is up to $100,000.00, plus benefits provided through Uvalde County, depending on experience. Bar dues and training will be paid for by the 38TH Judicial District Attorney's office. Must be willing to submit to a criminal history check and sign a confidentiality agreement.

This position requires a thorough knowledge of all phases of criminal prosecution, law enforcement procedures and criminal trials. The assistant district attorney-border prosecutor is responsible for the prosecution of adult felony offenders in the district courts. This position requires a thorough understanding of the elaborateness and complexities of the transnational criminal organizations and street gangs along the U.S./Texas-Mexico border and into the state of Texas. This position will primarily be focused on the smuggling and smuggling related border crimes. The assistant district attorney-border prosecutor is also responsible for assisting the District Attorney with trying cases and handling other criminal law matters such as appeals, writs of habeas corpus, expunctions, etc.

GENERAL DUTIES:

To perform this job successfully, an individual must be able to work independently and to streamline their focus on each task despite other demands: Duties include the following:

1. Review and analyze all pre-indictment cases as to the elements of the offense and the evidence needed to meet the legal standard of probable cause to present the case to a

grand jury and any additional information that is needed to successfully prosecute a case to trial.

2. Legal research for any outstanding issues, search and seizure, arrest and detention, etc. to compose a memorandum to the court or a brief to an appellate court.
3. Prepare and evaluate cases daily to ensure adequate investigation of all cases pursuant to the current law in Texas and the U. S.
4. Be able to locate witnesses and victims and effectively interview them and prepare them for hearings and trial, when necessary.
5. Be readily available to assist law enforcement and work collaboratively to forge and build a rapport with law enforcement personnel.
6. Be readily available to work with federal agents, the office of the United States attorneys and other border prosecutors in the Border Prosecution Unit.
7. Maintain up-to-date knowledge of state and federal law.
8. Have at least five (5) years of felony trial experience and be able to write and articulate an opening and closing statement and direct and cross examine witnesses.
9. Be able to analyze a complex criminal case and decipher its strengths and weakness and then present that case effectively to a jury.
10. Be able to prepare an appellate brief and argue before any appellate court.
11. Be punctual and be able to work long office hours.
12. Be available 24 hours a day/7 days a week to assist law enforcement, when needed.
13. Be self-motivated and able to work independently and with others in a small structured environment.
14. Be able to prepare a case for pre-trial and post-conviction hearings (motions for discovery, motions to suppress evidence, motions to revoke probation, etc.).
15. Be able to articulate a precise and concise oral argument in hearings and trial.
16. Be able to review and assist law enforcement with search warrants and affidavits for various other law enforcement tools.
17. Be able to analyze and assemble engaging cases where the criminal activity requires a higher level of prosecution.
18. Professionally and competently represent the elected 38th District Attorney before the grand jury, in court, at trial and at any required community functions.
19. Follow all policies and procedures set forth by the 38th District Attorney.

NOTE: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and is assigned by the supervisor.

MINIMUM QUALIFICATIONS:

-Bachelor's degree from an accredited university.
-Juris Doctorate degree from an accredited law school.
-Licensed to practice law and in good standing in Texas.
-At least five (5) years of felony trial experience is preferred.
-Experience in criminal prosecution is preferred.
-Experience in capital murder prosecution is preferred.

-Spanish speaking is preferred.
-Ability to assist law enforcement with active criminal investigations.
-Ability to write search warrants, legal memorandums and appellate briefs.
-Knowledge of Microsoft Office, including, Word, Outlook and Excel.
-Must be self-motivated, able to work unsupervised and long hours.
-Valid Texas driver's license with no moving violations in the preceding three (3) years.
-Willing to submit to a criminal background check and to sign a confidentiality agreement.

Send resume and at least three (3) references to:
Dominique Garza, Office Manager - 38th Judicial District Attorney's Office
Email: dominique.garza@38thda.org, 830-278-2916