

NOTICE OF EMPLOYMENT OPPORTUNITY

Willacy County District Attorney's Office

Position: Assistant District Attorney – Domestic Violence Unit

Base Salary: \$80,000 (VAWA Grant)

Position Opens October 1, 2022, and will remain open until filled

General Description: The duties of an attorney employed as an Assistant District Attorney ("ADA") for the Willacy County District Attorney Office.

Job Description: The ADA will work on protective orders, and misdemeanors and felony cases from investigation, grand jury, writs, motions, jury and non-jury trials, to appeals in Willacy County, and when necessary, travel to other counties in the State of Texas to assist in the prosecution of transferred criminal cases.

Duties include:

- Screen incoming case reports from local agencies and present selected cases to the Grand Jury or submit complaints/information on misdemeanors.
- Screen protective order requests for applicants for protective orders.
- Case preparation and evaluation, witness interviews, conferring with law enforcement and victims, drafting legal motions and correspondence, prepare for pre-trial hearings (motions for discovery, motions to suppress evidence, motions to revoke probation, etc.), and the negotiation of appropriate case resolutions.
- Prepare for and conduct trials (bench and jury) for felony and misdemeanor cases, and protective orders.
- Answer questions from law enforcement agencies and other community groups.
- The appropriate applicant must be diplomatic and respectful to others, use good judgment and common sense, and possess the skills needed to establish and maintain effective working relationships with the staff, other attorneys, law enforcement, and the community we serve.
- Handle civil/criminal trials/appeals as necessary.
- Conducts investigations to determine best action under the circumstances.
- Conduct legal research on criminal cases and keep current on law changes.
- Drafts documents including subpoenas, motions and other related documents, including draft and prepare search warrants for law enforcement.

Qualifications: J.D. or L.L.B. degree from an accredited law school and licensed to practice law in Texas. At least 5 years of work experience as an attorney. Ability to read and write the Spanish language. Able to work independently while also being a team player. 2-3 years of felony trial experience in Texas Courts preferred.

Application Information: Qualified individuals may apply by submitting a resume to: annette.hinojosa@co.willacy.tx.us An application will need to be submitted prior to employment. Selected employee is expected to conform to the employment policies of Willacy County and the Willacy County District Attorney's Office. The application is found at: [Fillable WILLACY COUNTY EMPLOMENT APPLICATION.pdf](#)

For additional information, contact:

Ph. (956) 689-2164

Fax: (956) 689-5280

Email: annette.hinojosa@co.willacy.tx.us

Annette C. Hinojosa, Willacy County District Attorney

576 W. Main, Ste. 133

Raymondville, Texas 78580