



OFFICE OF THE
DISTRICT ATTORNEY
VAL VERDE, KINNEY & TERRELL
COUNTIES, TEXAS

SUZANNE WEST

JESSICA A. SHAWVER-SAVINO
Assistant District Attorney

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Assistant District Attorney

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Assistant District Attorney

TABYTHA "TOBIE" KUYKENDALL
Assistant District Attorney

JOB TITLE: Assistant District Attorney BPU Group Supervisor—Grant Funded

JOB SUMMARY:

The 63rd Judicial District Attorney's Office has multiple openings for BPU Group Supervisors for Val Verde, Kinney, and Terrell Counties for prosecution of felony crimes with a nexus to the Texas-Mexico border. This is a two-year grant, therefore this position is a two-year term position, with the possibility of extension at each grant cycle.

PRIMARY DUTIES:

- Coordinate and schedule dockets, grand juries, and trials for at least one felony prosecution team.
- Handle border-related felony cases at all stages, from pretrial investigation and bond or writ questions to Grand Jury, motions, jury and non-jury trials, appeals, and revocations.
- Coordinate and manage and timely produce all documentation required for the BPU grant—includes hourly timesheets, purchasing, and other detailed items.
- Liaison with the other departments required for team work for properly documenting and spending BPU funds—purchasing, auditor's office, Governor's Office, BPU colleagues, etc.
- Prepare and manage training for local law enforcement.
- Train, coordinate, and evaluate attorneys' ability to do the following:
 - Perform and analyze legal research.
 - Answer law enforcement questions and remain available by phone or in person for these discussions.
 - Respond to correspondence from courts, defense attorneys, and county officials.
 - Review search and arrest warrants.
 - Assist and develop clerical staff as necessary.
 - Compile statistical reports using computer software.
- Be present at designated place of work from at least 8 to 5, but this work will require more hours on a regular basis. Remote work is an option, depending upon circumstances and job experience / references.
- Remain available on an on-call basis 24/7, except during pre-designated and approved vacation or sick leave.
- Attend BPU conferences and maintain CLE hours.

MINIMUM QUALIFICATIONS:

- J.D. or L.L.B degree from an accredited law school and licensed to practice law in Texas.
- Current and valid driver's license—travel REQUIRED.
- Minimum 8 years of experience in prosecution or criminal defense work.
- Multiple felony trials—bench and jury and appellate experience.

- Presentation of Training or Conference Speaker to LEAs or prosecutors or publication, or similar experience in public speaking and formal writing

PREFERRED QUALIFICATIONS:

- Trial division leadership & experience successfully managing large dockets with multiple prosecutors to supervise

REQUIRED SKILLS AND ABILITIES:

- Ability to develop as needed and conform to policies and priorities designated by the 63rd DA's Office.
- Ability to follow when necessary, lead when needed, and professional maturity to know the difference.
- Proficiency in case management and data collection software, and ability to train new prosecutors.
- Communication in difficult situations with supervisors and supervisees, judges, and all who encounter the DA's office.

SALARY AND HOURS OF WORK:

- Generally 8 to 5 but current case load and travel over 3 counties will realistically require more hours on a regular basis.
- Salary \$150,000 plus county benefits including insurance, retirement, and paid leave.
- All employees are employed at will, including this position, and there will be a 4-month probationary period.

CLOSING DATE: Open until filled, but first round of interviews will be the 14th to 18th of August, with start date of September 5th, 2023.

- Submit your resume and cover letter by e-mail to:

District Attorney's Office
Job Application, Attn: Cindy Constancio
e-mail: cconstancio@districtattorney63rd.org
P.O. Box 1405
Del Rio, Texas 78841-1405

- Also, log in to "Work in Texas" from your home city to register with the Texas Workforce Commission. TWC will then submit a referral to the HR department in Val Verde County (jbarrera@valverdecounty.texas.gov) who will then send you an application. Call (830)774-7543 for instructions.
- Do not wait for the application and TWC process before submitting the resume and cover letter to the DA's Office.