



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

JESSICA A. SHAWVER-SAVINO
Assistant District Attorney

BENJAMIN A. MOORMAN
Assistant District Attorney

AMANDA POOLE
Assistant District Attorney

TABYTHA "TOBIE" KUYKENDALL
Assistant District Attorney

SUZANNE WEST

JOB TITLE: Experienced Assistant District Attorney BPU—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:

- 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.
- Manage and timely produce all documentation required for the BPU grant—includes hourly timesheets, purchasing, and other detailed items.
- Prepare and manage training for local law enforcement.
- 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.
- 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 5 years experience in prosecution or criminal defense work.

PREFERRED QUALIFICATIONS:

- Trial division leadership
- Multiple felony trials—jury and non-jury
- Appellate experience

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

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 range \$105,000 to \$120,000, depending upon experience.
- All employees are employed at will, including this position, and there will be a 4-month probationary period.
- Position receives county benefits, including insurance, retirement benefits, and paid leave.

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.