

**MEMORANDUM**  
**JOB VACANCY NOTICE**

<b>Posting Date:</b>	October 21, 2016	<b>Closing Date:</b>	October 31, 2016
<b>State Job Title:</b>	State Prosecuting Attorney	<b>FLSA Status:</b>	Admin-Exempt
<b>Agency Job Title:</b>	State Prosecuting Attorney	<b>Location:</b>	Austin, TX
<b>Salary:</b>	\$143,500	<b>Type of Job:</b>	Full Time

**Contact Person:** Abel Acosta, Clerk of the Court, P. O. Box 12308, Capitol Station,  
Austin, Texas 78711, 512-463-1551

There is a vacancy for the position of State Prosecuting Attorney.

This position will be available until October 31, 2016

**Job Description:** A job description and explanation of what is expected from the person in this position is provided on the attached sheet.

Applicants for this position should send a letter and a State employment job application form to the office of Abel Acosta, Clerk, Court of Criminal Appeals, Box 12308, Capitol Station, Austin, Texas 78711. A State Employment Application Form may be found at our website.

<http://www.txcourts.gov/cca.aspx>

or at the Texas Workforce Commission

<http://www.twc.state.tx.us/jobseekers/state-texas-application-employment>

Personal interview will be conducted only upon invitation by the Court.

## **STATE PROSECUTING ATTORNEY**

**October 21, 2016**

The State Prosecuting Attorney is appointed by the Court of Criminal Appeals to represent the State in all proceedings before the Court of Criminal Appeals. The State Prosecuting Attorney may also represent the state in any stage of a criminal case before a state court of appeals. See Texas Government Code, Chapter 42.

The State Prosecuting Attorney is appointed by the Court of Criminal Appeals for a 2 year term or until a successor is appointed.

### **DUTIES AND WORK DESCRIPTION**

Reviews criminal law decisions of the courts of appeals.

Submits petitions for discretionary review, briefs and oral argument.

Works closely with district and county attorneys state-wide to assist on criminal law matters.

Manages, supervises and hires employees of the agency.

Oversees, directs and/or coordinates laws, rules and regulations affecting agency operations and administration.

Oversees the drafting of legal documents, administrative rules, and amendments for legislative consideration.

Testifies at legislative hearings.

Formulates, coordinates, and establishes agency policies and procedure.

### **QUALIFICATION GUIDELINES**

#### **Experience and Education**

- Must have at least five years' experience as an attorney in the practice of criminal law in this state.
- Graduation from an accredited law school with an LLB or JD degree. Must be a member in good standing with the State Bar of Texas.

#### **Knowledge, Skills, and Abilities**

- Experience training and supervising attorneys,
- Experience managing and administering an office. (e.g., hiring staff, budgeting, financial reporting, creating effective practices and policies, and dealing with other agencies whose work intersects with that office, such as the courts).
- Knowledge of legal principles, practices, and proceedings; of state and federal laws, regulations, and rules; and of agency administrative rules and regulations.
- Ability to oversee the drafting of legal documents; to formulate, coordinate, and establish policies and procedures; to conduct research; to interpret and apply laws; to summarize findings; to communicate effectively; and to plan, assign, and supervise the work of others.

### **Registration, Certification, or Licensure**

- Must be licensed as an attorney by the State of Texas.