



## Nacogdoches County Attorney's Office

### Job Opportunity

### **Assistant County Attorney – Civil Attorney**

#### **Position Summary:**

The Nacogdoches County Attorney's Office is seeking a **Civil Attorney** to assist the County in a variety of civil matters. This position, under the direction of the Nacogdoches County Attorney, provides legal advice to the County, County Commissioners and other officials on subjects including, but not limited to, employment law, open meetings, public information act requests, contract drafting, interpretation and review, mental health civil commitments, bond forfeitures, environmental law, road and bridge issues, procurement matters and a variety of legal issues that impact county governance. The role involves a dynamic mix of advisory, administrative, and litigation duties.

#### **Salary and Benefits:**

The salary range for the position is \$82,000.00 to \$115,000.00 annually depending on the experience and/or qualifications of the applicant. The comprehensive benefits package includes paid health insurance, paid vacation, paid holidays and employer-matched retirement through TCDRS. The Office will also pay annual bar dues and CLE expenses.

#### **Desired Capabilities:**

The new assistant county attorney should have a strong commitment to serving the public interest. He or she should possess an understanding of local government and civil law. The ideal candidate will help deter lawsuits by proactively identifying legal risks to the County and making recommendations based on comprehensive, accurate research and sound legal principle. The position requires a strategic thinker with robust legal expertise, particularly in the subject matter described in the position summary. The assistant county attorney should be self-motivated, collaborative, approachable and willing to undertake any assignment in the County's best interest. The ability to clearly and precisely explain complex legal issues is critical along with strong communication skills.

#### **Key Responsibilities:**

- Advise the Commissioner's Court, elected officials, and department heads on civil, legal matters.
- Provide legal interpretations of various bodies of law including, but not limited to, the Texas Government Code and the Texas Local Government Code.
- Review and draft contracts, interlocal agreements, resolutions, policies, and other legal documents.

- Ensure compliance with open meetings and the proper disclosure of public records.
- Manage legal proceedings on behalf of the County unless outside counsel is necessary and available.
- Respond to public information requests and advise departments on disclosure obligations.
- Represent the county in administrative hearings and judicial proceedings as needed.
- Attend Commissioner Court meetings and provide legal guidance in real time.
- Performs additional duties within the scope of the department as needed or assigned.

### **Qualifications:**

- Juris Doctor (J.D.) from an accredited law school.
- Licensed and in good standing with the State Bar of Texas.
- Strong knowledge of:
  - Texas Government Code
  - Texas Local Government Code
  - Texas Public Information Act and the Texas Open Meetings Act
  - Bond forfeiture procedures and civil litigation
- Excellent legal research, writing, and oral advocacy skills.
- Ability to work independently and collaboratively in a fast-paced governmental environment.
- Commitment to public service and ethical legal practice.

### **Preferred Qualifications:**

- 3–5 years of experience in civil law preferred but not required.
- Experience in governmental, county or municipal law preferred.
- Previous experience working with a Texas County Attorney's or District Attorney's office.
- Experience advising governing bodies such as Commissioner Courts or City Councils.
- Familiarity with open government laws and legal issues impacting the public sector.

### **Needed Knowledge, Skills & Abilities:**

- Knowledge of courtroom ethics, demeanor and decorum
- Ability to analyze facts and case precedents and present them effectively in court
- Knowledge of the principals and methods of legal research
- Ability to perform own legal research
- Ability to maintain confidentiality in the performance of duties
- Ability to demonstrate extremely high integrity and professional demeanor in and out of the courtroom
- Ability to evaluate work performed by others and provide meaningful feedback and to establish priorities, goals and objectives
- Excellent verbal and written communication skills
- Ability to follow instructions and complete assignments
- Ability to work independently with limited or no supervision
- Ability to establish and maintain professional relationships with co-workers, the public, other offices, departments and other law enforcement agencies
- Proficiency in the use of computers and audio-visual equipment

- Knowledge of and ability to use MS Office Suite (Word, Excel, Access, etc.) and media software
- Knowledge and ability to use office equipment

**Additional Information:**

- Work performed indoors
- Requires ability to sit for extended periods of time
- Requires ability to lift and carry up to 25 pounds routinely and 50 pounds occasionally
- Requires ability to reach and grab to move boxes and files
- Requires adequate visual acuity, speech and hearing to interact with victims, attorneys, judges and other staff
- Requires adequate manual dexterity necessary to operate a computer and office equipment

**Benefits:**

- Competitive salary
- Health, dental, and vision insurance
- Texas County and District Retirement System (TCDRS) participation
- Paid holidays, vacation, and sick leave
- Professional development and CLE support

**To Apply:**

Submit a completed and signed Nacogdoches County Employment Application to the address below. Cover letter, resume, list of references and any supporting documentation the applicant believes is pertinent to the position must also be attached to the application, but, are not accepted in place of the completed and signed application.

**Submit application to:**       **Human Resources Department**  
  **Nacogdoches County**  
  **101 W. Main St., Ste. 161**  
  **Nacogdoches, Texas 75961**

**Or via email to:** [personnel@co.nacogdoches.tx.us](mailto:personnel@co.nacogdoches.tx.us)

**Nacogdoches County Job Application available at:** <https://www.co.nacogdoches.tx.us/jobs>

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Nacogdoches County is an Equal Opportunity Employer.

Nacogdoches County participates in E-Verify.