**The Harris County Assistant District Attorney at a Glance:**

The Harris County District Attorney’s Office is one of the largest prosecutors’ offices in the country.  Under the leadership of DA Kim Ogg, it is an incubator of innovative prosecutorial approaches.

The size and diversity of the office provides a professional experience that is unique among district attorneys’ offices around the country.  Prosecutors are exposed to a full range of cases, including some of the most complex and cutting edge, and learn from some of the most respected and renowned attorneys in the public sector.

The Harris County District Attorney’s Office hires the best and most committed public servants from a wide range of backgrounds, and is committed to hiring and retaining lawyers who represent the diverse community we serve.

**Profile**

Assistant District Attorney – Trial Division

Duties: Typically first assigned to the Misdemeanor Division, where cases of all types are handled from preliminary hearings to jury trials. The progression from the Misdemeanor Division into other units is based on the needs of the office and demonstrated ability and work ethic. After an initial period in the Misdemeanor Division, Assistant District Attorneys move on to the Felony Division where they handle a range of felony cases, including serious crimes such as aggravated robbery and murder. Assistant District Attorneys may also have the opportunity to work in specialty divisions such as Crimes Against Children, Financial Crimes, Trafficking, and Mental Health.

**Job Description:**

The Assistant District Attorney represents the State of Texas in criminal proceedings in the Harris County Criminal District Courts and County Criminal Courts at Law. The Assistant District Attorney duties include the following:

* Prepare case files, evidence, documents for court proceedings.
* Interview victims and witnesses.
* Analyze assigned cases and prepare the cases for trial.
* Interact with victims, police, and witnesses to make critical decisions to support court proceedings.
* Conduct legal research and prepare motions.
* Present cases, cross examine witnesses, and make arguments in the court.
* Perform administrative tasks in connection with other assigned duties.

**Qualification and Experience:**

Must have a J.D. from an accredited law school and Texas Bar certification. Should have a demonstrated commitment to public service and a strong academic record. Ideal candidates will also possess a capacity for fairness and empathy, a strong work ethic, an ability to manage a demanding work load, and sound problem-solving and decision-making skills.

**Hours:**

Monday through Friday, hours may vary based on the division needs. Hours may vary based on the business needs of the department.

**Benefits:**

Harris County offers a competitive benefits program, including comprehensive group health and related benefits plan as well as defined benefit retirement plan. The following list of benefits is offered only to employees in regular (full-time) positions:

* Medical
* Dental
* Vision
* Wellness
* Life Insurance
* Long-term disability
* Employee Assistance Program
* 10 days of vacation each year for the first five (5) years of service. Accrual rates increase based on years of service.
* 10 county holidays plus one (1) floating holiday
* Professional development opportunities
* Dependent Care Reimbursement Plan
* Healthcare Reimbursement Account
* 457 Deferred Compensation Plan

The following benefits are also available to regular (full-time) employment and may be available to part-time employees:

* Retirement pension (TCDRS)
* Transportation Assistance (Metro Ride Sponsor Program)

**Salary (Starting):**

**$31.82 hourly/66,186.00 annually**

**HARRIS COUNTY DISTRICT ATTORNEY’S OFFICE**

**GENERAL HIRING INFORMATION**

**Benefits**

 The starting pay for an Assistant District Attorney is currently $66,186.00 annually ($31.82/hourly). Pay raises are based on merit. The Commissioners Court considers cost of living pay adjustments. Although there is no paid overtime, compensatory time off is available in lieu of overtime pay. For further explanation of benefits, please refer to page 24 of the [Harris County Personnel Regulations](http://www.harriscountytx.gov/CmpDocuments/63/ADA%20Documents/2013%20Personnel%20Regs%20--%20Updt_122613_Web.pdf).

**Interviewing and Hiring**

 Generally, only a person who is a licensed attorney can expect to be interviewed for a position as an Assistant District Attorney. In exceptional circumstances, a person who has graduated law school, taken the Texas Bar Exam, and is awaiting test results may be considered for an interview. **Only complete applications are reviewed.**

 A senior staff member initially screens the application for employment as an Assistant District Attorney and, after determining whether the applicant meets employment prerequisites, reports his or her findings, together with a recommendation, to the office’s hiring coordinator.

 If the senior staff member believes that an applicant should be considered for hiring, the Office will conduct an initial background and reference check of the applicant. Based upon favorable results of the background check, further evaluation of the application by the hiring coordinator, and the needs of the Office, an interview may be scheduled with the Hiring Committee.

 Due to the limited number of openings generally available and the large number of applicants for those positions, only a few applicants can be invited for Hiring Committee interviews. Applicants who will not be extended an invitation to interview with the Committee will be promptly notified by letter.

 Because the District Attorney can offer employment only when one of the positions authorized by Commissioner’s Court is vacant, the Committee meets and interviews applicants only when there are positions available. There is no way to accurately predict when positions will become available.

 Applicants who are interviewed by the Committee will be advised of the results of the interview usually within ten days, either by telephone or by letter.

**Office Assignment**

 A newly-hired Assistant District Attorney will be assigned to a misdemeanor-level court and placed under the supervision of an experienced attorney. In the early stage of an Assistant’s career, he or she will be frequently reassigned to different misdemeanor county criminal courts, as well as possible reassignment to juvenile or justice of the peace courts.

 After gaining the appropriate level of experience, an Assistant generally is assigned to prosecute entry-level felony cases (*e.g.,* theft, burglary, forgery, drugs) as a Number 3 District Court Prosecutor. After a period of time as a Number 3 Prosecutor, the Assistant is then assigned to serve as the Chief Prosecutor of a county criminal court. At the conclusion of that assignment, the Assistant will return to district court as a Number 3 District Court Prosecutor and, with favorable performance and experience, will be considered for promotion to Number 2 District Court Prosecutor and, ultimately, to Felony Chief Prosecutor.

 The performance of each Assistant is reviewed at least semi-annually, and with each change in court assignment. All promotions are based strictly upon merit. Depending upon attrition within the office and the particular individual's performance, an Assistant is generally considered for promotion to a Felony Chief Prosecutor position after about five to six years of service with the office. Assignment to bureaus other than the Trial Bureau is possible based upon the office’s needs.

**Miscellaneous**

 The District Attorney requests a three (3) year commitment from all individuals hired as Assistant District Attorneys. In-house training is available and Assistant District Attorneys are sent to various training seminars throughout the year.

 Assistant District Attorneys are precluded from engaging in the private practice of law. An Assistant may earn supplemental income after six months of employment with the Office, however, by working after regularly scheduled work hours and on weekends in the Central Intake Division of the Office.

 **Applicants are considered for employment as Assistant District Attorneys without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-employment related medical condition or disability.**