

JOB POSTING

The Burleson County Attorney's Office in Caldwell, Texas has a full-time job opening for:

FIRST ASSISTANT COUNTY ATTORNEY

The selected candidate will be expected to work a felony, misdemeanor, juvenile, CPS and protective orders. The job duties include performing legal work necessary to effectively represent Burleson County in Felony matters, including:

- Case intake – review files for completeness and current case law;
- Work with local and state agencies when additional documentation may be needed;
- Attend dockets, court hearings, grand jury and conduct plea bargain negotiations;
- Investigate and prepare for trial including notices and motions;
- Respond promptly to Court personnel, attorneys, law enforcement and victims as to status of cases.

The hours are full-time (8-5) Monday – Friday. This is a salary position and other hours and days may be necessary. There are usually 2-4 trials per quarter. The position will begin when filled. The ideal candidate will possess:

- Juris Doctorate degree from accredited law school; and licensed by the State Bar of Texas to practice law in good standing;
- Must be able to pass a criminal background check, and drug screen;
- Minimum 5 years' experience preferred.
- Ability to take initiative on projects with little supervision;
- Excellent writing, grammar, proofreading skills and overall attention to detail along with strong calendaring skills;
- Well organized and able to prioritize in a fast paced environment; must be able to multi-task, possess excellent communication skills (written and oral) and be able to work in a team environment.
- Strong work ethic with a commitment to ethical prosecution.

Starting salary up to \$140,000* depending on experience. Full benefits are provided by the county, including employee health coverage, CLE training and Annual Bar dues. There is potential for long-term growth.

Interested candidates may send their resume and cover letter to: distatty@burlesoncounty.org

Apply in person at the Burleson County Treasurer's office or print an application from the Burleson County website at co.burleson.tx.us and file it with the County Treasurer's Office. Please include a cover letter, resume, and salary requirements.

** Potential for supplement on county matters*

Posting date: 05/21/2026