



JOB POSTING

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

FIRST ASSISTANT COUNTY ATTORNEY – FELONY DIVISION

The selected candidate will be expected to work a felony case load and try cases as first or second chair. 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 LE when additional documentation may be needed;
- Attend dockets, court hearings, and conduct plea bargain negotiations;
- Investigation and preparation for trial including notices and motions;
- Respond promptly to Court personnel, attorneys, law enforcement and victims as to status of cases.
- Assist in other types of cases as needed. *Appellate work is not required.*

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.
- Ability to multi-task and 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 \$125,000 – \$130,000 depending on experience. Full benefits are provided by the county, including employee health coverage, CLE training and Annual Bar dues.

Apply in person at the Burleson County Treasurer's office or fill out an application from the county website at <https://www.burlesoncountytexas.gov> and email it to the County Treasurer's Office at ssmith@burlesoncounty.org. Please include a cover letter and resume.

Posting date: 05/01/2026