



HARRIS COUNTY

Human Resource & Risk Management
Houston, TX 77002

<https://agency.governmentjobs.com//harriscountytx/default.cfm>
invites applications for the position of:

Public Law Elections Attorney

An Equal Opportunity Employer

SALARY: Depends on Qualifications

OPENING DATE: 01/19/21

CLOSING DATE: 02/19/21 11:59 PM

POSITION DESCRIPTION:

An Assistant County Attorney working in the Public Law Division will provide written and verbal advice to elected and appointed officials; individuals should have strong Constitutional law, research, and written and verbal communication skills.

The Assistant County Attorney will also draft County Attorney opinions, research, and provide written and verbal advice on a variety of legal topics. The practice area will include a focus on election processes, procedures, voter registration, and eligibility. The Public Law Division values action-oriented team players who exhibit the highest of ethical standards and enthusiastically improve their professional skills while providing public service to Harris County.

Duties and Responsibilities:

- Advises various departments and county officials on legal issues that impact the department's day to day business dealings including the department's rights, responsibilities, and benefits under federal and state statutes and/or contracts.
- Reviews various departments' and officials' policies and procedures to ensure they comply with all applicable State, Federal, and local laws, regulations, rules, and ordinances.
- Drafts written opinions and briefs.
- Acts as a liaison on legal issues between a client department and a corresponding department or governmental entity.
- Negotiates the legal terms and drafting contracts, amendments, addendums, and court orders.
- Trial and appellate litigation and litigation support.
- Trains and supervises interns and support staff.
- Performs other duties as assigned.

Harris County Equal Opportunity Employer

<https://hrrm.harriscountytx.gov/Pages/EqualEmploymentOpportunityPlan.aspx>

If you need special services or accommodations, please call (713) 274-5445 or email ADACoordinator@bmd.hctx.net

REQUIREMENTS:

- Doctor of Jurisprudence Degree
- Law Degree Admission to the State Bar of Texas
- Eleven (11) years of experience in Election Law or similar background

Knowledge, Skills, and Abilities:

- Self-starter, able to work independently without supervision
- Organizes and prioritizes multiple projects simultaneously to maintain a high level of productivity
- Proactively seeks additional duties and responsibilities
- Meets deadlines. Makes effective and efficient use of time in carrying out responsibilities
- Is familiar with and adheres to established rules for professional conduct
- Willing to learn new duties, approaches, and routines
- Communicates with persons inside and outside of the organization in a prompt, positive, and professional manner
- Able to take on new responsibilities
- Recognizes public service as a high calling
- Working in an office environment, attending meetings, visiting clients for consultations or meetings

NOTE: Qualifying education, experience, knowledge, and skills must be documented on your job application. You may attach a resume to the application as supporting documentation **but ONLY information stated on the application will be used for consideration. "See Resume" will not be accepted for qualifications.**

PREFERENCES:

GENERAL INFORMATION:

Due to a high volume of applications positions may close prior to the advertised closing date or at the discretion of the Hiring Department.

Harris County has an Employment-at-Will Policy.

Employment is contingent on passing a criminal background check.

Upon receiving a conditional Offer of Employment, all applicants are screened for the presence of illegal drugs.

To view your detailed application status, please log-in to your on-line profile by visiting:
<https://www.governmentjobs.com/careers/harriscountytexas>

1310 Prairie Street, Ste. 240
Houston, TX 77002

Position #05928

PUBLIC LAW ELECTIONS ATTORNEY

MR

employment@bmd.hctx.net

Public Law Elections Attorney Supplemental Questionnaire

- * 1. Do you have a Juris Doctorate degree from an accredited law school?
 - Yes
 - No

- * 2. Please provide the name and location of the law school you attended and the date of graduation. If you do not have a Law degree, please type "None" in the space provided.

- * 3. Are you a member of the State Bar of Texas?
 - Yes
 - No

- * 4. If you are a member of the State Bar of Texas, please indicate the jurisdiction(s) and date(s) of admission. If you do not possess a current license to practice law with the State Bar of Texas, please type "None" in the space provided.

- * 5. Which of the following best describes your experience with election law or similar background? (To be considered, qualifying information must be documented in your application's work history).
 - Less than eleven years
 - Eleven years, but less than twelve
 - Twelve years or more
 - I do not have this experience

- * 6. Please describe your experience with election law or similar background. Please include: (a) your role(s) types of organization, (c) scope of duties and responsibilities. You can make reference to your employment history, but please do not use "See Resume", as we do not use resumes for qualifications. If you do not have this experience, please type "none" in the space provided.

* Required Question