

**CASS COUNTY, TEXAS
POSITION VACANCY
PLEASE POST**

Job Title: Assistant Criminal District Attorney		Job Announcement Number: DA 26-0001	
Department: District Attorney	Salary: \$90,000 - \$105,000 (negotiable based on experience)	Position Type: Full Time: <input checked="" type="checkbox"/> Part Time: <input type="checkbox"/> Temporary: <input type="checkbox"/>	
POSITION DESCRIPTION			
<p>Summary Statement of Work Performed: The Assistant Criminal District Attorney (ADA) is responsible for the prosecution of felony and misdemeanor cases assigned to the County Court at Law of Cass County, Texas. Duties include reviewing and screening incoming cases, determining appropriate charges, and preparing cases for filing. For felony matters, the ADA will draft indictments and present cases to the grand jury. The ADA will also manage all aspects of case prosecution, including preparing pleadings, handling discovery, conducting correspondence, and taking cases through trial or, when appropriate, rejection or dismissal.</p> <p>In addition to these primary responsibilities, the ADA will review, respond to, and litigate contested occupational driver's license petitions.</p> <p>The ADA may also be required, as needed, to assist with or cover other dockets within the office, including mental health commitments, justice court matters (including Class C misdemeanors and bond hearings), juvenile cases, CPS court, and Drug Court.</p>			
POSITION SPECIFICATIONS			
<p>Qualifications/Education:</p> <ul style="list-style-type: none"> - Bachelor's degree from a four-year college or university - Juris Doctorate from an accredited law school - Currently licensed to practice law in the State of Texas and in good standing with the State Bar of Texas (Recent law school graduates awaiting Texas bar results may apply – employment will be conditioned on passing the bar) <p>Personal Job-Related Skills: Position requires a candidate capable of exercising sound legal and personal judgment, excellent analytical, communication, negotiation, and organizational skills.</p> <p>Licensure, Registry or Certification: As stated above</p> <p>Experience:</p> <ol style="list-style-type: none"> 1. Prior Work Experience: Prosecutorial and trial experience a definite plus, but not required. 2. Technical Training: Should be proficient in MS Word, Excel, PowerPoint <p>Physical and Mental Requirements:</p> <p>The individual should possess a thorough working knowledge of law enforcement and court procedures and practices. Must complete and pass a criminal background check and drug screen.</p>			
SALARY & BENEFITS			
<p>The salary for the Assistant CDA position is \$90,000-\$105,000 (negotiable depending on applicant's experience)</p> <p>Benefits provided by the county include:</p> <ul style="list-style-type: none"> - Paid sick leave and PTO - Health insurance paid by county for the employee - Work cell phone - Travel reimbursement - Competitive retirement package with employer matching - State Bar dues paid by employer - CLE and all trainings paid for by employer 			
WHERE TO OBTAIN APPLICATION		HOW TO APPLY	
<p>Website: www.co.cass.tx.us; County Offices → Treasurer OR Contact: Cass County Treasurer PO Box 152- Linden, TX 75563 2nd Floor, Cass County Law Enforcement & Justice Center</p>		<p>Send completed <u>application</u> along with <u>resume</u> to:</p> <p>Courtney Golden Cass County Criminal District Attorney Via: Email: courtney.golden@casscountytexas.gov or Fax: (903) 756-3210</p>	
<p>THE CASS COUNTY CRIMINAL DISTRICT ATTORNEY'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER</p> <p>Auxiliary aids and services are available upon request to individuals with disabilities.</p>		<p>POSITION AVAILABLE JUNE 1, 2026</p>	