



Harris County – JOB DESCRIPTION

Job Title:	Staff Attorney	Job Code:	2377
Department:	County Courts	EEO Category:	2 – Professionals
FLSA:	Exempt	Revision Date:	January 2025

PURPOSE:

To provide legal assistance to county court judges and the Court Manager on matters arising from court operations and relationships with other governmental entities.

DUTIES, FUNCTIONS, AND RESPONSIBILITIES:

- Provide legal assistance to county court judges.
- Assist the Court Manager on legal matters involving form and procedure.
- Monitor case law and pending or enacted legislation, preparing written memoranda to highlight significant matters affecting the courts.
- Draft, revise, and maintain court forms, orders, and procedural rules for various court divisions.
- Prepare legislative bills for consideration on matters deemed advantageous by the courts.
- Draft jury instructions and provide supporting legal authority as necessary.
- Assists in legal matters arising from Commissioners Court, District Clerk, District Attorney, Sheriff, Pretrial Services Agency, Community Supervision & Corrections Department, and other entities affecting court operations.
- Respond to recusal and contempt hearings involving county court judges.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Education, Experience and Training

- Juris Doctorate Degree
- Ten (10) years of experience practicing law, including some experience in local government legal matters.

Knowledge, Skills and Abilities:

- Strong legal research skills with the ability to apply findings effectively and accurately across a wide range of topics.
- Extensive experience drafting legal documents and written policies.
- General knowledge of legal principles relevant to local government practice.
- Proven ability to establish and maintain effective relationships with superiors, peers, subordinates, and external stakeholders.
- Strong analytical skills for investigating facts and applying legal rules to specific situations.
- Ability to manage a high volume of work and meet multiple deadlines effectively.
- Excellent communication skills, both verbal and written.
- Proficiency in using personal computers and standard software applications.

Physical Environment / Requirements:

- Duties may require prolonged sitting, standing, and walking.

Licenses and Certifications Required:

- Juris Doctorate Degree
- Active license to practice law in Texas