

# GRAYSON COUNTY JOB POSTINGS

Equal Opportunity Employer

Persons with disabilities are encouraged to request assistance during the application process. Please call the Human Resources Department at 903-813-4091 to request assistance.

Date Posted:	January 29, 2024
Closing Date:	Open Until Filled
Positions Open:	One
Position:	Assistant District Attorney - Misdemeanor Prosecutor
Department	District Attorney's Office
Minimum Salary:	Salary will depend upon the experience of the applicant. However, the potential salary is extremely competitive for counties of similar size.
Duties	Responsibilities include all aspects of misdemeanor prosecution, including intake, plea negotiations, trial preparation, trials, appeals, and interaction with crime victims, law enforcement officers, and community supervision officers. Perform other related duties as required.
Qualifications:	Law school graduate and licensed to practice law by the Texas State Bar. Interest in criminal law and courtroom litigation preferred.  Qualified applicants will be contacted for interviews. Interviews are conducted in Sherman, Texas.
Requirements:	Must pass criminal background investigation and pre-employment drug screen.
Benefits:	Excellent benefits including employer paid health insurance, vacation leave, sick leave, paid holidays, and retirement.

**Grayson County Criminal District Attorney's Office**  
Sherman, Texas

**Position:** Assistant District Attorney – Misdemeanor Prosecutor

**Salary:** Salary will depend upon the experience of the applicant. However, the potential salary is extremely competitive for counties of similar size.

**Benefits:** State bar dues, continuing legal education expenses, membership in TDCAA, along with generous health insurance, sick leave, vacation and retirement are provided by the District Attorney's office.

Responsibilities include all aspects of misdemeanor prosecution, including intake, plea negotiations, trial preparation, trials, and interaction with crime victims, law enforcement officers, and community supervision officers.

**Availability:** Open until filled.

**Qualifications:**

Law school graduate and licensed to practice law by the Texas State Bar. Interest in criminal law, misdemeanor prosecution, and courtroom litigation preferred.

Qualified applicants will be contacted for interviews. Interviews are conducted in Sherman, Texas.

Successful applicants will be subject to a criminal background investigation.

**About Grayson County:**

The county seat is Sherman, Texas, located about 60 miles north of Dallas on I-75. Sherman's population is approximately 44,000 people and the neighboring city of Denison has approximately 25,000 people. The county population is over 134,000, including about 12 cities and growing rapidly. Grayson County borders the northern edge of Collin County, which is one of the fastest growing counties in the State of Texas.

There are 14 Assistant District Attorneys and 19 support staff. The District Attorney's Office handles civil cases, all misdemeanor and felony cases, child protective services cases, juvenile cases, etc. There are two County Courts at Law and three Judicial District Courts, each having general jurisdiction.

**An application must be completed at:** <http://www.co.grayson.tx.us/page/hr.howtoapply>.

**Please submit resumes, references, writing samples, and cover letter via mail, fax, or email to:**

J. Brett Smith, Criminal District Attorney  
Attn: Sherri Williams  
200 S. Crockett, Suite 116A  
Sherman, Texas 75090  
Phone (903) 813-4361  
Fax (903) 892-9933

Or email to [williamss@co.grayson.tx.us](mailto:williamss@co.grayson.tx.us)