



GRAYSON COUNTY JOB POSTING

Equal Opportunity Employer

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

Date Posted:	June 3, 2026
Closing Date:	Open Until Filled
Position:	Assistant District Attorney – Civil Division
Department:	Criminal 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:	See below.
Qualifications:	Law school graduate and licensed to practice law by the Texas State Bar; Strong research and writing skills; State and Federal Civil Litigation experience; <i>Prior experience representing governmental entities preferred.</i> Qualified applicants will be contacted for interviews. Interviews are conducted in Sherman, Texas and/or via Zoom.
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 Criminal District Attorney – Civil Division

Salary commensurate with experience.

Responsibilities:

- Assist the Criminal District Attorney by advising and providing legal counsel to the Grayson County Commissioners Court and other Grayson County offices, and by corresponding and collaborating with other legal counsels related to litigation and matters involving the Grayson County Commissioners Court;
- Advise and assist ADAs and office staff in all current civil legal matters; and serve as a legal resource for the Grayson County Judge, Grayson County Commissioners Court, Grayson County department heads and staff on administrative matters and all current civil legal matters including but not limited to employment law, election law, county government, civil litigation, Public Information Act, real estate transactions, health and safety matters, economic development, tax law, contract law, etc.;
- Participate in development, planning and implementation of legal programs, policies and objectives for Grayson County including those pertaining to variety of civil matters including: civil rights, civil liability matters, administrative matters, public security and emergency management, technology issues and data storage and sharing issues, and employment matters;
- Perform research, review and analysis for all legal matters assigned to civil division. Monitor the progress of civil cases filed and prepare all court documents including drafting motions, responses, and briefs. Prepare all civil cases for hearing by subpoenaing and preparing witnesses, organizing evidence, conduct in court examination, handling all negotiations with other counsel or entities in civil matters assigned;
- Represent the State and Grayson County in all bond forfeitures in County and District Court and sit as designee on and act as general counsel for the Grayson County Bail Bond Board;
- Respond to open records requests and request Attorney General rulings when required;
- Represent the State, Grayson County, and private citizens in applying for Emergency Orders of Detention and Orders of Protective Custody in mental health cases; work with the local mental health authority to ensure defendants and arrestees receive mental health treatment and services; and prepare for and represent the State on all mental health commitment hearings;
- Perform other duties as assigned by Criminal District Attorney.

Qualifications:

Law school graduate and licensed to practice law by the Texas State Bar
Strong research and writing skills
State and Federal Civil Litigation experience
Prior experience representing governmental entities 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 47,500 people and the neighboring city of Denison has approximately 26,000 people. The county population is over 146,000, 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.

Complete a general application and submit resume, references, writing samples, and cover letter. Instructions are located at the below link:

<http://www.co.grayson.tx.us/page/hr.howtoapply>