

LLANO COUNTY JOB OPPORTUNITY

JOB TITLE: First Assistant County Attorney

JOB CATEGORY: Professional

Department: County Attorney

Posting expires: Open until filled

Location: 801 Ford Street, Suite 111, Llano, TX

Background Check: Required

Salary: \$130,310

Benefits: Retirement with TCDRS

Opening Date: 07/21/2026

Health & Dental Insurance

Position Type: Full Time

Vacation, Sick & Holiday Pay

Date Posted: 06/17/2026

Status: Exempt

HOW TO APPLY: WWW.LLANOCOUNTY.GOV, **JOB OPENINGS, APPLICATION FOR EMPLOYMENT**

Email

nlevlon@llanocounty.gov

HR Office

100 W. Sandstone, Suite 100B,
Llano, Texas 78643

JOB DESCRIPTION SUMMARY:

FOR QUESTIONS CONTACT: SHERRY SIMPSON 325-247-7733

The First Assistant County Attorney provides high quality public service. Duties include, but not limited to:

- Primary case responsibilities include "first chair" representation of the County in certain misdemeanor prosecutions, in the JP Courts, along with juvenile, and protective order cases; and also, to provide "second chair" assistance to the County Attorney in complex cases from these and other practice areas as assigned.
- Performs legal research. Searches resources and studies legal records and documents to obtain information applicable to case or issue under consideration.
- Drafts briefs, motions, orders, subpoenas, contracts and other legal documents, as well as correspondence and reports.
- Takes depositions and responds to discovery requests. Oversees the creation and issuance of legal documents, including subpoenas, motions, orders, writs, warrants, contracts, official policies and other related documents. Represents the State at docket call in County Court and in the JP Courts.
- Prepares cases for trial and tries cases as both "first chair" and as "second chair" depending on the nature and complexity of the case. Collects, organizes and prepares evidence, information and other legal materials.
- Performs other job-related duties as assigned.

Qualifications-Knowledge of:

- Jurisprudence, criminal and civil law and procedures, including constitutional and statutory law.
- Federal, State, Local and County applicable law, rules, regulation and guidelines.
- Policies, practices, procedures and legal terminology related to court system.
- Knowledge of County forms, records, files and legal documents.

Qualifications-Ability to:

- Communicate verbally and in writing to include competency in making presentations.
- Demonstrate professionalism through appearance, manners and conduct.
- Work well under pressure and exercise tact in trying situations.
- Establish and maintain effective working relationships with departmental clientele, representatives of outside agencies, other County employees and Officials and the general public.

Minimum Education, Experience and Licensure Requirements:

- J.D./L.L. B from an accredited law school
- Hold a license as an attorney through the State Bar of Texas (or expect to take the Texas Bar Exam not later than 12/31/2026)
- (5) Five years licensed attorney work experience (Preferred, but not required)

Llano County is an Equal Opportunity Employer