



**HARRIS COUNTY**  
Human Resource & Risk Management  
Houston, TX 77002

<https://agency.governmentjobs.com/harriscountytx/default.cfm>  
invites applications for the position of:

## **Assistant County Attorney - Compliance & Revenue Division (Property Tax Collections)**

An Equal Opportunity Employer

**SALARY:** Depends on Qualifications

**OPENING  
DATE:** 03/02/23

**CLOSING  
DATE:** 04/02/23 11:59 PM

### **POSITION DESCRIPTION:**

The Harris County Attorney's Office (HCAO) is seeking a highly self-motivated and energetic attorney to join our property tax collection team in Compliance and Revenue Division which specializes in lawsuits for debt collection and enforcement of laws that protect the interest of Harris County. The property tax collections Attorney in this role is responsible for providing legal counsel, researching, negotiating, and drafting legal documents, including, but not limited to, the job duties listed below, and ensures the smooth and timely preparation of cases from inception through trial, which requires an understanding of legal principles and procedures.

#### **Duties and Responsibilities:**

- Provide legal counsel for Harris County.
- Assist in the development and creation of the team's process and procedures.
- Supervise and train support staff.
- Research and analyze legal issues related to the Harris County Tax Assessor-Collector ("HCTO") policies and procedures relevant to property tax collections.
- Draft, prepare, review, and negotiate settlement agreements relevant to property tax collections.
- Act as liaison regarding legal issues affecting client departments and other departments and/or governmental entities.
- Develop and manage relationships with clients, the public, attorneys, and other work groups related to assigned cases.
- Client development and client interaction.
- Strong work ethic, great organizational skills, superb inter-personal and social skills, self-starter, responsible, and enjoy working as part of a team.
- Work closely with staff on collection and litigation activities.
- Suit preparation and review, motion practice, discovery, large caseload management, substantial trial work in tax court, District Courts, and appellate process.
- Review all facts, legal issues, and documents in a case prior to court appearance.
- Assist with appellate and complex matters.
- Perform multiple projects simultaneously while maintaining an effective balance of priorities and high productivity.
- Maintains knowledge of the procedures to open, close, and update files and notes accurately using the case management database and run reports.
- Respond promptly to phone calls, emails, and other correspondence.
- Participate in one-on-one sessions with management to give and receive feedback.

- Encourage and mentor attorneys, paralegals, interns, and law clerks.
- Participate in Division staff meetings.
- Perform other duties as assigned.

**Other Duties:**

- This Job Description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position.
- Management may, at its discretion, assign, or reassign duties and responsibilities to this job at any time.

**Harris County is an Equal Opportunity Employer**

<https://hrrm.harriscountytexas.gov/Pages/EqualEmploymentOpportunityPlan.aspx>

If you need special services or accommodations, please call (713) 274-5445 or email [ADACoordinator@bmd.hctx.net](mailto:ADACoordinator@bmd.hctx.net).

**This position is subject to a criminal history check. Only relevant convictions will be considered and, even when considered, may not automatically disqualify the candidate.**

**REQUIREMENTS:**

**Supporting Job Application Documents:**

Applicants should provide a **cover letter, resume, and three (3) professional references** with their application.

**Education and Experience:**

- Active Bar License in Good Standing for the State of Texas.
- A minimum of three (3) years of legal experience.

**Knowledge, Skills, and Abilities:**

- Excellent research, writing, and communication skills.
- Excellent interpersonal communication skills and ability to communicate and work in a collaborative group.
- Proficiency with technology and legal tools such as Windows 10, Microsoft 365, Adobe Acrobat Software, JIMS, TLO, and DEEDS.
- Knowledge of The Texas Tax Code, the Local Government Code, the Texas and Federal Rules of Civil Procedure, Bankruptcy, and the Texas Rules of Professional Conduct.
- Knowledge of Harris County Tax Assessor-Collector ("HCTO") policies and procedures relevant to toll road violations.
- Ability to comply with the Harris County Personnel Policies and Procedures and the policies of the County Attorney.
- Ability to gather, organize, and summarize legal issues quickly for clients or management, in person or via email.
- Ability to perform thorough legal and factual analyses and exercise good judgment.
- Occasional ability to work extended hours to accommodate case load demands.
- Ability to problem solve, organize, and prioritize assignments to meet deadlines.
- Ability to comply with office training requirements.

**NOTE:** Qualifying education, experience, knowledge, and skills must be documented on your job application. You may attach a resume to the application as supporting documentation but **ONLY information stated on the application will be used for consideration. "See Resume" will not be accepted for qualifications.**

**PREFERENCES:**

## GENERAL INFORMATION:

Located in downtown Houston, the Harris County Attorney's Office represents Harris County government, the Harris County Flood Control District, the Harris County Toll Road Authority, and the Greater Harris County 9-1-1 Emergency Network in all civil matters, including lawsuits. The office also provides legal advice to county officials and employees.

### Position Type, and Typical Work Schedule:

- This is a full-time position.
- Days and hours of work are typically Monday through Friday, 8:00 AM to 5:00 PM, with occasional weekends and holidays as necessary.
- Hours may vary based on the business needs of the HCAO.

### Work Environment:

- This position primarily operates in a professional office environment.
- The person in this role uses standard office equipment such as computers, printers, scanners/copiers, and phones.

### Physical and Mental Demands:

- This is largely a sedentary role that requires standing or sitting for prolonged periods, exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, repetitive motions requiring dexterity such as keyboarding that may include the wrists, hands, and/or fingers, communicating with others to exchange concepts and information, problem-solving, decision-making, organization, the ability to read/write, and the ability to manage workplace stressors such as adversarial interactions.

**Employment may be contingent on passing a drug screen and meeting other standards.**

**Due to a high volume of applications positions may close prior to the advertised closing date or at the discretion of the Hiring Department.**

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Harris County has an Employment-at-Will Policy.

Employment is contingent on passing a criminal background check.

Upon receiving a conditional Offer of Employment, all applicants are screened for the presence of illegal drugs.

To view your detailed application status, please log-in to your on-line profile by visiting:  
<https://www.governmentjobs.com/careers/harriscountytx>

1310 Prairie Street, Ste. 240  
Houston, TX 77002

Position #09905  
ASSISTANT COUNTY ATTORNEY - COMPLIANCE & REVENUE  
DIVISION (PROPERTY TAX COLLECTIONS)  
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