

- **Assistant County Attorney** - The Montgomery County Attorney's office is seeking an experienced transactional attorney for its Government Affairs Division. This attorney will join a team consisting of two other attorneys and four legal assistants.
- The ideal candidate must have strong writing, research, organizational, and communication skills, as well as an interest in public sector law.
- Additionally, strong interpersonal skills are essential to deal effectively with elected officials, department managers, county staff, and the public.
- The successful candidate will be responsible for reviewing contracts, researching and drafting legal opinions, advising county departments, drafting ordinances, coordinating open records responses, in addition to assisting with labor and employment law matters.
- Law Review or Journal experience is a plus.
- The ideal candidate must be able to prioritize multiple tasks, work efficiently within time constraints and deadlines, and handle stressful situations. The ability to work both independently and as part of a team is essential.
- Thorough attention to detail is critical.
- The attorney will have direct contact with clients.
- Applicants must be a member in good standing with the State Bar of Texas.
- Salary is dependent on experience (low 70k's - mid \$80k's). The County also provides excellent retirement and health insurance benefits, State Bar and TDCAA dues, continuing legal education, and free covered parking.
- In total, the Montgomery County Attorney's office is comprised of 5 divisions (Government Affairs, CPS, Juvenile Prosecution, Real Estate, and Litigation) and has a staff of approximately 30, including lawyers, an administrative manager, legal support staff, a victim assistance coordinator, and investigators.
- The office serves as the chief legal advisor for the county government, which includes over 2,200 employees.
- For additional detailed information about the Montgomery County Attorney's office, please visit our website at www.mctxcao.org.
- The Montgomery County Attorney's office is located in downtown Conroe, Texas, approximately 40 miles north of Houston and less than 10 miles north of The Woodlands. The county is one of the fastest growing in the state, and it has a current population of approximately 560,000.
- To apply, please email all of the following to Angela.Franklin@mctx.org:
 - A cover letter explaining why you think you are an ideal candidate for this position
 - Resume
 - Three (3) references
- Montgomery County is an Equal Opportunity Employer that does not discriminate on the basis of race, color, age, sex, religion, disability or national origin.