



HUDSPETH COUNTY JOB DESCRIPTION

Job Title: County Attorney

The Hudspeth County Commissioners Court is seeking qualified applicants to serve as the County Attorney for Hudspeth County Texas. The selected applicant would represent the County and its department in various legal matters as well as provide day-to-day legal advice to the Hudspeth County Commissioners Court as the governing body. The County anticipates need for legal services to assist in the review, drafting, negotiation, and award of various contracts as well as general governance issues. Legal services may include representation and advice on federal grants and other transactional authority for agreements relating to federal contractual requirements and sub-contract agreements.

Job Summary:

It is anticipated that the bulk of this work would require 20 number of hours per week plus attendance at Commissioners Court sessions held every other week in Sierra Blanca, Texas. If you believe you have interest, capacity, and appropriate skills for this work, we request that you submit a statement of your qualifications, with identification of the specific counsel to be assigned to this representation, and a summary of prior experience in representing governmental entities. Submittals should be received no later than 5:00 p.m. Mountain Standard Time April 21, 2023. Please also include any known potential conflicts. Please note that at this time there is no guaranteed number of hours as it is unclear how many billable hours would be required, or what specific matters would be addressed. This solicitation should not be viewed as a guarantee of any legal work.

The County plans for selected applicants to be invited to participate in a brief interview via teleconference on a date to be established, with recommendation and final selection to be made within two weeks. The selected firm will be expected to work collaboratively with other agencies as well. The Statement of Qualifications and any other material should be submitted electronically to countyapplications@co.hudspeth.tx.us. Any questions should also be directed to me at the same email address.