

# Katie Boggeman District Attorney

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September 18, 2025

## **97<sup>th</sup> Judicial District Attorney's Office**

**Position: 2<sup>nd</sup> Assistant District Attorney- Felony Prosecutor**

**Location: Archer, Clay, and Montague Counties (Home office Montague County)**

**Salary: \$75,000.00 (plus Great Benefits on top of salary)**

**Hours: Full time**

**Posting Date: September 18, 2025**

**Closing Date: until filled**

**General Description:** Serve as an 2<sup>nd</sup> Assistant District Attorney- Felony Prosecutor in Archer, Clay, and Montague Counties. We are looking for a dependable and honorable individual that conducts themselves in a professional manner and can maintain good working relationships with staff, the Court, the public, witnesses, other attorney's, and county officials. The ability to work effectively in high-pressure situations and use common sense and good judgment is a must. This position will have the flexibility to work offsite once established with the office.

### **Essential Duties:**

- Case intake: review and process case packets for criminal cases filed by law enforcement agencies and determine how to proceed with the case- including presenting cases to the Grand Jury.
- Assess, prepare, file and try all Asset and Bond Forfeitures in the Tri-County District.
- Assess, prepare, file and argue if necessary all appellate matters within the Tri-County District.
- There may be times that the 2<sup>nd</sup> assistant is requested to attend court settings and hearings in the three counties, conduct discussions and plea bargain negotiations, properly prepare cases that are assigned to them to proceed through the court

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process.

- Complies with the rules, regulations, and policies of the District Attorney's Office, and any and any written or oral directives of his/her supervisor and the Texas Code of Professional Responsibility.
- Performs all other job-related duties assigned.

**Minimum Requirements:**

- Must be a graduate of an A.B.A accredited law school
- Must have a license to practice law in the State of Texas and be in good standing with the State and local bar associations.
- We prefer some experience and a working knowledge of criminal law, criminal procedure, and the Criminal rules of evidence.
- Must be familiar with the principles of legal research and writing and be able to evaluate complex legal issues.
- Must be able to analyze facts and case precedents and present them effectively in court.
- Must pass a pre-employment background and drug test
- Must be able to pass a thorough background investigation conducted by the 97<sup>th</sup> District Attorney's office and local law enforcement agency.

**Conditions of Employment:**

- Must be willing to travel to the all three offices in the 97<sup>th</sup> Judicial District in Archer, Clay, and Montague counties (there is mileage reimbursement for travel to 2 of the 3 counties).

**APPLY TO:**

To be considered for employment, please submit your resume and an Employment Application found on the Montague County website at  
<https://www.co.montague.tx.us/page/montague.Jobs.Openings>

**Attention: Katie Boggeman, 97<sup>th</sup> Judicial District Attorney**