

City of

BUNKER HILL VILLAGE

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Job Title: City Prosecutor	Location: Bunker Hill, TX
Salary: \$250 per docket - negotiable	Opening Day: March 1, 2026
Job Type: 3 dockets monthly	Closing Date: Continuous
Department: Municipal Court	

POSITION SUMMARY

Prosecutes C misdemeanor cases in the City of Bunker Hill Village Municipal Court and upholds local ordinances and state laws, ensuring fair and efficient administration of justice. The City Prosecutor works under the supervision of the City Administrator and collaborates closely with law enforcement, court administrator and city officials.

ESSENTIAL FUNCTIONS

- Prosecutes all complaints for violations of Bunker Hill’s municipal code, traffic laws and Class C Misdemeanors
- Review police reports, citations and complaints for legal sufficiency
- Prepare and present cases for arraignments, pre-trial hearings, trials and appeals
- Prepares for litigation including research, drafting petitions, answering motions, filing documents, participating in discovery and appearing in court
- Negotiate plea agreements and recommend sentencing consistent with city policy and legal standards
- Responds to public inquiries about code matters and other legal issues
- Performs other duties as assigned

REQUIRED QUALIFICATIONS

- Three (3) years legal experience with a focus on criminal prosecution
- Doctor of Jurisprudence degree (JD) from an accredited law school
- Licensed attorney to practice law in the State of Texas and in good standing with the Texas State Bar

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS

- U.S. Citizen
- Valid Class C Texas Driver’s License
 - Reliable transportation and liability insurance
- Appointment will be conditional upon successful completion of the following pre-employment checks:
 - Criminal background check
 - Controlled substance screening
- Oath of Office

JOB APPLICATION

- Employment application is available online at: <https://bunkerhilltx.gov/positions-available-at-bunker-hill>
- Email completed employment application and resume to Sgrass@bunkerhilltx.gov



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