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Courtney Tracy Ponthier

Newton County Criminal District Attorney
P.O. Drawer 36 • 104 W. Court Street • Newton, Texas 75966
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Newton County Job Opportunity Announcement

- Date: March 24, 2026
- Position: Part-time D.A. clerk/legal assistant, with potential for a full time position
- Duties: Include but not limited to Victim's Assistance, clerical/office duties, handling phone calls, case intake, and assisting the public.
- Qualifications: Must have a high school diploma or equivalent, must be able to pass a drug test and a criminal background check, must be proficient with a computer and equipment, needs to be organized and a quick learner, and must have good communication skills. Some knowledge of and experience with criminal law is required.
- Salary: Hourly; Wage will depend on experience.
- Reports to: Criminal District Attorney

To be considered for this position, please fill out an application at the County Treasurer's Office.

Not all applicants will be interviewed. Open until filled.

Newton County does not discriminate on the base of race, color, national origin, sex, religion, age or disability in employment or provision of services.