

Legal Assistant Job Available

Salary Range: \$37,000.00- \$39,900.00

Benefits includes: Retirement, Insurance, Vacation, Sick, and Holiday Pay

Applications can be picked up at the Terry County Attorney's Office.

Minimum Requirements:

- High School Diploma or equivalent required
- One year experience in the legal profession serving as a legal secretary, paralegal, or a related position or any equivalent combination of training and experience preferred
- Class C driver's license
- Bilingual preferred
- Clear Criminal History required

Responsibilities:

- Performs general clerical duties including answering the telephone, filing, and typing correspondences.
- Prepares and drafts orders, motions, judgments, petitions, and other legal documents.
- Manages money orders and checks received in payment for discovery, including preparing receipts and accounting reports according to policy.
- Establishes and manages electronic and physical filing system.
- Manages caseload from intake to closing with accuracy.
- Processes computerized information or records systems such as LGS, OneDrive, and eFile Texas with attention to detail and accuracy.
- Maintains confidentiality and security of records and information.
- Establishes best practice to ensure complete dissemination of Discovery and compliance with the Texas Code of Criminal Procedure Article 39.14.
- Communicates with defense counsel, court and clerk staff, and law enforcement representatives as necessary.
- Aids prosecutors with obtaining, disclosing, reviewing, and preparing evidence for trial and/or to satisfy statutory, ethical, and constitutional obligations.
- Logs and manages all evidence (photographs, video and audio recordings, documents, compact or digital versatile discs, and other physical items in the custody of the County Attorney) for evidentiary purposes and for eventual provision in discovery to defense attorneys.
- Greeting the public, assisting with research, case preparation.
- Perform other duties as assigned.

Terry County is an EEO Employer.