

Position:

Legal Assistant

Hours:

8am-5pm Monday-Thursday, 8am-1pm Friday.

Salary:

\$15.00 per hour with Benefits

Required Qualifications:

- Possess a valid Texas Drivers' license, maintain automobile liability insurance, and have reliable transportation to travel to and from other county offices as needed.
- Must secure and maintain a favorable background investigation from the Criminal District Attorney's Office
- Knowledge of the criminal and civil court process.
- High School diploma or its equivalent
- Understanding of NETID and LGS systems.
- Ability to perform responsible and complex legal secretarial work involving the use of independent judgment and personal initiative; ability to maintain confidential data and information; ability to communicate clearly and effectively, both verbally and in writing; ability to establish and maintain effective working relationships with co-workers, County employees, and the general public.
- Detail-oriented and highly organized.
- Ability to carry out oral and written instructions independently.
- Thorough knowledge of legal secretarial practices, procedures, composition, English, spelling and vocabulary.
- Knowledge of business English format and business procedures.
- Working knowledge of word processing systems and Microsoft Office (mainly Word and Outlook)
- Ability to work with a minimum of supervision once on-the-job training is completed.
- Must be dependable and of good moral character.

Physical Requirements:

- Ability to lift/carry/push/pull at least 50 pounds
- Frequent bending, lifting, twisting, stretching, squatting, sitting, standing, typing, and walking
- Good manual dexterity of hands and fingers.

Supplemental Information:

- There may be times when it will be required that staff has to work late into the evenings and on weekends during trial weeks, depending on the case that is up for docket. This job can be emotionally taxing on some individuals due to the general nature of the criminal sector in the judicial system. Please keep this in mind when applying for this position.

Job Description:

- Manage office and handle all administration duties.
- Transcribe videos for prosecutors.
- Assist in preparing and assembling cases for monthly criminal pretrial dockets and trial preparations.
- File case documents in a timely manner and maintain and organize all case files.
- Daily scanning and filing of all paperwork
- Will be primarily in charge of ensuring that the District Attorney's office and the County Attorney's office is in compliance with the new Document Retention Policy under Government Code Section 441.158.
- Ensure that all Bailey County criminal cases have been uploaded into the new LGS system. This may require traveling to other county offices to locate missing documents and files.

Applications may be requested in-person at the Bailey County Treasurer's Office located at: 316 South Main, Muleshoe TX 79347 and/or email your resume and 3-character references to Michaela Kee at: Michaela.kee@parmercounty.texas.gov