



HUDSPETH COUNTY JOB DESCRIPTION

Job Title: Legal Assistant

Hours: Part-time (20-30 hours weekly)

Pay Range: \$14.00 - \$17.00 hourly (experience-based)

Hudspeth County is seeking qualified applicants to serve as the Legal Assistant for the County Attorney in Hudspeth County, Texas. The selected applicant would perform legal, administrative, and office support on multiple levels for the Attorney's Office. Duties include general clerical, receptionist, project-based work, assisting prosecutors, investigators and office manager, processing case files, understanding the legal process, and attending court in proper court attire. We are looking for a highly self-motivated, hardworking legal assistant with a friendly disposition. Must be willing to submit to a criminal history check and sign a confidentiality agreement.

GENERAL RESPONSIBILITIES:

Legal duties such as processing case files from law enforcement agencies, and understanding of the criminal court process.

- Assist in the processing all correspondence, telephone and email messages and the circulation of that correspondence to the appropriate prosecutor or investigator.
- Preparing and assembling cases for monthly criminal pretrial dockets.
- Attend court, assist prosecutors and investigators in court, prepare plea paperwork and judgments.
- Prepare court documents necessary on criminal cases, such as motions to revoke, motions to adjudicate, bench warrants, preparation of indictments, dockets, and bond forfeitures.
- Electronic filing of all criminal motions and trial paperwork to be submitted to the clerk, opposing counsel and court.
- Prepare all files for County and JP court cases.
- Regular scanning, filing and archiving of all paperwork.
- General clerical and administrative duties such as answering the telephones and assisting the public and court personnel with inquiries.

REQUIREMENTS:

High school diploma/GED and Spanish speaking preferred. Must be able to type a minimum of 35 WPM, computer literate, proficient in Word, Excel, and Outlook, have a pleasant and professional phone etiquette, able to manage multiple tasks at once and be able to project and carry oneself in a professional manner through in-person and telephone contact. Must be self-motivated and able to work independently and closely with others in a small, structured environment. Must be able to complete projects and tasks in a timely and accurate manner with minimum supervision. Must reside in Hudspeth County, Texas. must possess a valid Texas Driver's license and have no moving

traffic violations for the preceding three years. Applicant must be able to pass a criminal history check and be willing to sign a confidentiality agreement.

Send Resume to:

mzuniga@co.hudspeth.tx.us. Any questions should also be directed to the same email address.