



HUDSPETH COUNTY

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. Duties include general clerical, receptionist, project-based work, 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.

Send Resume to:

mzuniga@co.hudspeth.tx.us

Any questions should also be directed to the same email address.

Deadline to apply is May 23, 2025