

LEGAL ASSISTANT (COUNTY ATTORNEY)

CLASS NO. 1007 EEOC CATEGORY: Office and Clerical

PAY GROUP: 13 FLSA: Non-Exempt

SUMMARY OF POSITION

Provides a broad range of legal secretarial and clerical support assistance to the County Attorney's office, including preparing legal documents and compiling information for court cases.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Executive Secretary/Victims Assistance Coordinator and County Attorney
2. Directs: This is a non-supervisory position
3. Other: Has daily contact with county officials; local law enforcement organizations; TDFPS workers; Crisis Center employees; CASA; court clerks and other county employees; attorneys, and the general public.

EXAMPLES OF WORK¹

Essential Duties

Assists County Attorney and Assistant County Attorneys in assigned tasks associated with all cases;

Prepares dockets for child protective services cases and family violence cases as requested by the District Court;

Coordinates active mental commitment, protective orders dockets by organizing informal meetings with opposing parties; prepares docket schedules and setting notices; and notifying appropriate individuals of schedules and hearings;

Assists in active child protective services and civil litigation dockets by organizing informal meetings with opposing parties; prepares docket schedules and setting notices; and notifying appropriate individuals of schedules and hearings;

Coordinates scheduling of protective order and mental commitment cases and assist in coordinating child protective services and civil litigation cases between agencies and offices in order to meet necessary deadlines;

¹ For the purpose of compliance with the Americans with Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.

Prepares documents and correspondence primarily for mental health commitments; protective orders; and contract cases and assists in preparation of documents and correspondence for child protective services and civil litigation cases;

Attends court with County Attorney and Assistant County Attorneys to take notes regarding the proceedings and assist in all court matters;

Meets with opposing counsel for scheduling purposes and provide discovery as directed by County Attorney office policies and Texas Rules of Civil Procedure;

Coordinates scheduling of trial witnesses, including determination of a safe location to remain during trial (for victims) and arranging travel from out-of-county locations;

Contacts investigative officers (law enforcement, child protective services, etc) to gather supplemental file information;

Assists in trial preparation by compiling witness lists, preparing subpoenas, jury charges, and post-trial correspondence;

Ensures general accuracy of existing information in county-wide database and case management system (Odyssey) and notifies the proper county individual if incorrect or repetitious data is discovered;

Has access to confidential information (e.g., mental health commitments, child protective services, and other matters of attorney-client confidentiality) and maintains confidentiality;

Assists in the research and preparation of presentations to law enforcement, Crisis Center, and other agencies regarding processes in the County Attorney office;

Assists outside counsel with requests or assignments as needed;

Prepares tasks and performs follow-up tasks in the Time Matters system;

Ensures accuracy of the computerized office calendar;

Provides assistance to the public on the telephone and in person regarding departmental policies and procedures or directs the public to the appropriate party;

Performs general clerical duties including making copies, typing documents, maintaining files and records, and completing other tasks as assigned;

Performs front desk receptionist duties, including answering the telephone, directing calls, taking messages as necessary, and providing information;

Files information in established files, removes files upon request, and matches files with reports or correspondence as requested;

Assists in coordinating schedules for all County Attorney staff members, including appointments, vacations, court schedules, and continuing legal and professional education and training;

Prepares purchase orders and supply purchases for County Attorney office;

Maintains current budget, including records of each account within the department, and assists in the development and preparation of the department's needs for budget requests;

Establishes and maintains readily accessible fiscal and office files, inventory, and resource materials;

Maintains inventory of office supplies and reorders as necessary;

Notifies victims of their court dates, completes paperwork required by state agencies, and assists in preparing them for courtroom testimony;

Maintains liaison between County Attorney's office and other victims support agencies and volunteer groups within the county; and

Prepares purchase orders and supply purchases for County Attorney office.

Other Important Duties

Required to attend continuing education as required by law and/or County Attorney;

Operates the mail machine and processes outgoing mail;

Officially opens and/or closes the office daily;

Assists with housekeeping tasks in the County Attorney's office, including trash disposal, vacuuming, and dusting (may request assistance as needed from courthouse maintenance department);

Performs such other related duties as may be assigned.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT²

Ability to lift 10-25 pounds frequently and 25-50 pounds occasionally;

Frequent reaching with arms, bending, twisting, standing, walking, stooping, and climbing stairs; and

Constant sitting and/or use of computer and office equipment.

² Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: structure and operation of County Attorney office, courtroom practices and procedures; general knowledge of the statutes used civil prosecution; and standard office management procedures.

Skill/Ability to: demonstrate proficiency in both oral and written communication; operate, or learn to operate a computer using standard word processing and data inquiry software; establish and maintain effective working relationships with co-workers, other county employees and officials, and the general public; type accurately; and maintain appropriate necessary certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school graduation, or its equivalent, plus at least two (2) years of responsible clerical work experience, preferably with a governmental entity;

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Must be eligible to be certified as a Notary Public.

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