

Job Description: ADMINISTRATIVE ASSISTANT
(COUNTY ATTORNEY)

CLASS NO. 1002

EEOC CATEGORY: Paraprofessionals

PAY GROUP: 18

FLSA: Exempt

SUMMARY OF POSITION

Provides a broad range of legal secretarial and office management assistance to the County Attorney, including preparing legal documents and gathering information for court cases.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Attorney
2. Directs: Secretary II (County Attorney).
3. Other: Has daily contact with county officials, employees of the Department of Public Safety, local law enforcement organizations, court clerks, attorneys, and the general public; has occasional contact with officials from the Texas Department of Mental Health and Mental Retardation.

EXAMPLES OF WORK

Essential Duties*

Oversees and assists in the secretarial and clerical tasks of the County Attorney's office;

Assists in preparation of criminal cases for filing and verifies that each case contains required documentation, including offense reports, witness statements, driving records, criminal histories, arrest sheets, etc.;

Verifies that offense report contains essential elements for provoking the offense charged;

Prepares case files, drafts wording for complaints, and performs final reviews of cases prior to filing;

Prepares criminal history reporting forms;

Contacts witnesses, expert witnesses, and court reporters concerning case schedules;

Prepares subpoenas and applications for subpoenas;

Obtains and organizes discovery information requested by defendants or attorneys;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
8/2012

CLASS NO. 1002 (Continued)

Assists County Attorney in pre-trial and trial courtroom activities as required and prepares necessary post-trial paperwork and reports;

Prepares bond forfeiture documents including dismissal papers as necessary;

Assists outside counsel with requests or assignments as required;

Receives complaints, performs interviews, and prepares required paperwork for protective orders in family violence cases;

Coordinates scheduling of trial case dockets, including making or receiving telephone calls to and from defendants, defense attorneys, bondsmen or jailers, and negotiating offers for disposition;

Assists the general public and county officials concerning legal issues, or directs to the appropriate party;

Coordinates the County Attorney's calendar, including scheduling appointments and court appearances and making reservations for professional seminars;

Serves as County Criminal Court and Justice of the Peace Court Coordinator;

Administers intake, case preparation, and disbursements of restitution in hot check cases;

Serves as the coordinator for mental health and drug or alcohol abuse commitment cases, including interviewing applicants, preparing necessary paperwork, scheduling hearings, and, if necessary, locating appropriate treatment centers, hospitals, or long-term placement facilities;

Conducts legal research;

Serves as a Notary Public;

Maintains current knowledge of legal developments by reading legal journal, professional newsletters, etc.; and

Serves as Crime Victim Assistance Coordinator for the County Attorney's office.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: advanced criminal and civil law procedures; courtroom procedures; and office management procedures.

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CLASS NO. 1002 (Continued)

Skill/Ability to: prepare legal documents; understand and interpret legal processes and procedures; type accurately at a speed of at least 80 words per minute with a high degree of accuracy; operate standard office equipment, including electric typewriter, calculator, and copy machine; apply correct business English, spelling, punctuation, and math; establish and maintain effective working relationships with co-workers, other state or county departments or offices, employees of law enforcement agencies and organizations; and the general public; and maintain appropriate necessary certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in public administration, criminal justice, or a related field, plus at least four years of office administration and legal experience;

or high school graduation, or its equivalent; plus at least eight years experience as a legal secretary, including experience in office management;

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

CERTIFICATES AND LICENSES REQUIRED

Certification as a Paralegal and Notary Public.

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