



NACOGDOCHES COUNTY

Job Opportunity

Position: Legal Assistant / Paralegal

Application Deadline: March 3, 2017

Department: County Attorney's Office

Salary: \$35,500.00 to \$38,500.00 per year, DOE, plus benefits

Type: Full Time

General Description:

The position requires attention to detail, entry of sensitive data for criminal history purposes, and the ability to multi-task in an often high pressure environment. The position is responsible for the preparation of charging instruments for several thousand criminal complaints each year. Screens, reviews, analyzes and organizes case-related material required for Court presentation and/or case resolution in the Criminal and/or Civil Courts. Responsible for extracting data from several thousand offense reports each year and accurately summarizing the data for use by the office. Drafts various pleadings, motions, affidavits, subpoenas and correspondence. Assists attorney(s) in preparation for trials and courts. Assists in the courtroom during court proceedings. Interacts with defendant's attorney(s), defense legal staff, victims and law enforcement personnel. This position provides routine legal research support.

Knowledge, Skills & Abilities:

- Ability to perform legal research and to accurately and succinctly summarize legal information
- Knowledge of practices, procedures and legal terminology related to legal offices and the Courts
- Skill in acquiring, maintaining, organizing, analyzing and summarizing case evidence
- Ability to review and examine case files for accuracy
- Excellent verbal and written communication skills
- Ability to adapt to changing work situations, and remain objective in dealing with upset, emotional individuals in difficult or challenging situations
- Ability to follow instructions and complete assignments
- Ability to multi-task and work independently with limited supervision
- Ability to establish and maintain professional relationships with co-workers and general public while using good judgment to recognize scope of authority
- Ability to interact with the public and other county departments or other law enforcement agencies
- Proficiency in the use of computers, audio-visual equipment and office equipment
- Knowledge of and ability to use MS Office Suite (Word, Excel, Access, etc.)
- Ability to create DVDs from 911 recordings and other sources as needed

Additional Information:

- Worked performed indoors
- Requires ability to sit for extended periods of time
- Requires ability to lift and carry up to 25 pounds routinely
- Requires ability to reach and grab to move boxes and files
- Requires adequate visual acuity, speech and hearing to interact with victims, attorneys, judges and other staff.
- Requires adequate manual dexterity necessary to operate a computer and office equipment

Qualifications:

- High School Diploma or a GED Certificate
- Minimum of one year of experience in a legal office or related field
- Experience as a Paralegal preferred

Instructions:

Complete a Nacogdoches County Employment Application available on this website and submit to the address below by 03/03/2017. Resume and professional references may be attached to the application, but are not accepted in place of the completed application.

Submit application to: Human Resources Department
Nacogdoches County
101 W. Main St., Ste. 161
Nacogdoches, TX 75961