



OFFICE OF THE DISTRICT ATTORNEY 145TH JUDICIAL DISTRICT NACOGDOCHES COUNTY, TEXAS

LEGAL ASSISTANT/PARALEGAL POSITION

About the Office:

It is the primary duty of the District Attorney's Office to prosecute felony criminal offenses in Nacogdoches County, Texas. Additionally, the office handles the county's juvenile caseload, initiates civil asset forfeiture proceedings, bond forfeiture proceedings, aids law enforcement in the investigation of criminal offenses, manages the pretrial diversionary program, and oversees the extradition of individuals accused of criminal offenses, among other duties.

Job Description:

The Nacogdoches County District Attorney's Office is currently seeking to fill a Legal Assistant/Paralegal position beginning on January 4, 2021. The Legal Assistant/Paralegal is responsible to the prosecutors in the office and performs legal assistant work to aid prosecutors in accomplishing their responsibilities. Work involves drafting and filing motions, proposed orders, petitions, responses, and indictments, as well as maintaining records for the office's civil asset forfeiture proceedings and Criminal Justice Information Services (CJIS) reporting, among other duties. Work is expected to be performed with minimal supervision, providing for latitude with the expectation that the legal assistant/paralegal will utilize initiative and independent judgment.

Essential Duties:

- Work under the direction of prosecutors and in cooperation with staff to ensure that the workload is accomplished effectively, efficiently, and that duties are completed in a timely manner;
- Utilize knowledge of Texas criminal laws and procedure to accomplish the drafting and filing of motions, proposed orders, petitions, responses, and indictments, while possessing an attention to detail for the same;
- Operate computer programs such as Word and Excel and become familiar with navigating case management software and law enforcement databases for drafting indictments and maintaining CJIS compliance;
- Monitor workloads to ensure that cases are being screened and presented before a grand jury in a timely fashion;
- Compile and analyze statistics related to productivity in the prosecution of criminal cases, and establish targets for measuring success;
- Monitor work schedules and compliance with continuing education and other training;
- Coordinate, track, and ensure open records request responses are completed within the required time frame;
- Perform legal research, to include case law, statutes, rules, regulations, codes, records, and determine applicability to specific fact situations for responses to criminal and administrative issues;
- Complete special projects as assigned by prosecutors;

Minimum Requirements:

Five (5) years of experience performing legal assistant work in a legal office, law enforcement, or regulatory enforcement environment required. Relevant legal assistant experience may include, but is not limited to, drafting and interpreting legal documents; reviewing cases according to statute and rule requirements; investigative work utilizing the Internet and other resources; legal database management and reporting; preparing witnesses and exhibits for trial and legal research. Experience requirements may run concurrently. Knowledge of statutes and case law as it pertains to Texas criminal law and procedure is preferred. Graduation from high school or equivalent required. Graduation from an accredited four-year college or university, or certification as a legal assistant or paralegal preferred.

Remarks:

The successful candidate will have: (1) knowledge of criminal law proceedings and concepts such as jurisdiction, notice, and due process, knowledge of the Texas Penal Code, Texas Code of Criminal Procedure, the Texas Rules of Evidence and Civil Procedure, and the Public Information Act; (2) skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems commonly faced in the prosecution of felonies; (3) the ability to use computers and applicable software, including Word, Excel, PowerPoint, internet and email, and, in the use of a computer to produce complex documents, and skill in the operation of office equipment; (4) experience to interpret, apply, and explain, orally and in writing, statutes, rules, codes, procedures, and policies, and to perform legal research; (5) the ability to evaluate work performed by others and provide meaningful feedback and to establish priorities, goals and objectives, as well as devise solutions to administrative problems; (6) the ability to develop and evaluate policies and procedures, to monitor workloads, work processes, and trends of a work unit; (7) the ability to plan and manage multiple tasks or courses of action simultaneously and respond effectively to rapidly changing priorities in a highly visible setting; (8) excellent communication skills; and, (9) the ability to establish and maintain effective working relationships, motivate others to high levels of productivity, and interact tactfully and effectively with other employees and the public.

Salary:

The annual salary range is \$41,500 to \$47,000, depending on qualifications and experience.

Application Deadline:

Applications will be accepted until the position is filled. Not all applicants will be interviewed.

Submit a completed and signed Nacogdoches County Employment Application and attach your resume and any supporting documentation the applicant believes is relevant to the position—e.g., cover letter, professional references, and/or a brief writing sample to:

Nacogdoches County
Human Resources Department
101 W. Main St., Ste. 161
Nacogdoches, TX 75961

Fax: (936) 560-7810

Email: personnel@co.nacogdoches.tx.us

Nacogdoches County Employment Application available at: www.co.nacogdoches.tx.us/jobs