



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

PARALEGAL I

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 Paralegal I position. This paralegal position is responsible to the chief paralegal in the office and performs legal assistant work to aid prosecutors in accomplishing their responsibilities. Tasks include compiling and disseminating discovery for criminal cases to defense counsel, drafting and filing motions, proposed orders, applications, petitions, and responses through a cloud-based e-file system that are reviewed by prosecutors, among other duties. Work is expected to be performed with minimal supervision, providing for latitude with the expectation that the paralegal will utilize initiative and independent judgment.

Essential Duties:

- Work under the direction of the chief paralegal and in cooperation with staff to ensure that the tasks are accomplished effectively, efficiently, and that duties are completed in a timely manner;
- Utilize knowledge and attention to detail regarding Texas criminal laws and procedure to accomplish the drafting and filing of motions, proposed orders, applications, petitions, and responses, which includes legal research of case law, statutes, rules, and regulations;
- Operate computer programs such as Word and Excel, and become familiar with navigating case management software and law enforcement databases for discovery related to criminal cases;
- Manage the compilation and dissemination of discovery for criminal cases to defense counsel, in compliance with Article 39.14 of the Texas Code of Criminal Procedure, Brady, and the Michael Morton Act;
- Complete special projects as assigned by the chief paralegal;

Minimum Requirements:

Experience with cloud-based software, Microsoft Word and Excel, and an ability to learn other software programs specific to prosecution and law enforcement. Excellent writing and communication skills. An ability to take guidance and constructive criticism from the chief paralegal and prosecutors regarding the development of skills in legal research and the drafting/formatting of documents. Graduation from high school or equivalent required. Knowledge of statutes and case law as it pertains to Texas criminal law and procedure is

preferred. 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; (2) skill in using logic and reasoning to identify the strengths and weaknesses of their duties and performance, developing solutions or approaches to those problems; (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) the ability 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 and provide meaningful feedback and to establish priorities, goals and objectives, as well as devise solutions to administrative problems; (6) the ability to adhere to policies and procedures, to monitor workload, 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 written and 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 is \$35,360.

Application Deadline:

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

Please submit a completed and signed Nacogdoches County Employment Application along with 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
Phone: (936) 560-7819
Fax: (936) 560-7810
Email: personnel@co.nacogdoches.tx.us

Nacogdoches County is an Equal Opportunity Employer
Nacogdoches County participates in E-Verify