

The Titus County Attorney's Office is seeking a detail-oriented Legal Assistant to join our team. Responsibilities include assisting with case management, filing misdemeanor cases, tracking defendant compliance, supporting office personnel with duties as requested, and drafting legal documents. Must have strong computer skills, legal experience is preferred. Please email resume and references to tituscountyattorney@gmail.com

Legal Assistant, Titus County Attorney's Office

POSITION DESCRIPTION:

Summary of Responsibilities:

- Assist the Court Coordinator, the Investigator, and Victims' Assistance Coordinator
- Track and report defendant compliance with vehicle and home interlock (anti-intoxication) devices in accordance with applicable laws and court requirements
- Accurately enter prosecution data into the Criminal Justice Information System (CJIS) for all Class A and Class B misdemeanor arrests in Titus County
- Manage Class C misdemeanor appeals

Additional duties include, but are not limited to:

- File Class A and B misdemeanor cases
- Assist in tracking outstanding arrest warrants
- Support Justices of the Peace for four (4) precincts with plea offers and court dockets
- Assist with the Pretrial Diversion Program
- Organize and file completed cases
- Perform general receptionist duties including, but not limited to, answering the phone and directing incoming calls accordingly, managing mail, and answering general questions
- Draft legal documents as directed by the County Attorney.

POSITION SPECIFICATIONS:

Education:

- Minimum of a high school diploma or the equivalent.
- General knowledge of Texas statutes and the legal system including familiarity with CJIS.

Personal Job-Related Skills:

- Proficient spelling and grammar required
- Strong computer skills required, including, but not limited to word processing, spreadsheets, and a variety of proprietary legal software
- Use computer and basic office support software programs with proficient typing and data entry skills
- Learn and utilize a wide variety of proprietary software packages with minimal training
- Maintain confidentiality and accuracy in handling sensitive legal information
- Clear criminal history required.

Prior Work Experience:

- Must have at least three (3) years prior experience in a prosecutor's office or law enforcement environment on the prosecution side.

Physical and Mental Requirements:

- Well-organized, detail-oriented individual with the ability to multi-task and work well in a high-pressure environment
- Ability to interact with coworkers, county offices, law enforcement, elected officials, and the general public in a professional and friendly manner
- Exemplary oral and written communication skills
- Ability to lift up to 20 lbs for routine office duties