

Reception / Legal Assistant

Employer: Austin County, TX

Location: Bellville, TX

JOB TITLE: Reception / Legal Assistant

DEPARTMENT: Criminal District Attorney's Office

SALARY: \$17.50 Hourly for Full-Time non-exempt position.

CLOSING DATE: Upon filling position

Austin County is named after Stephen F. Austin, the "Father of Texas." Bellville, the county seat of this picturesque rural county, is less than an hour west of Houston.

The office currently consists of the elected district attorney, four assistant district attorneys, and three paralegals.

This job posting is for a newly created reception/legal assistant position. No experience is required, but prior secretarial experience is preferred.

SUMMARY OF DUTIES:

This position is primarily responsible for performing front desk and reception duties consistently Monday through Friday, 8 a.m. to 5 p.m. The position must take phone calls and messages, read and write correspondence at attorney direction, help manage and order office supplies, and perform general office secretarial duties.

Must engage with the public daily in a friendly and professional way and assist other legal assistants with office tasks such as copying and filing. Must be a self-starter.

Training will be provided.

REQUIREMENTS:

Must be able to deal courteously and effectively with the public. Must be eligible to become a notary public. Spanish language skills preferred, but not required.

All full-time and part-time employees are members of the Texas County District Retirement System (TCDRS). Full-time employees receive great benefits including free employee healthcare, 160% retirement matching at 7% of salary, and retirement vestment at 8 years of service. Years of service may be transferred from other members of TCDRS .

Austin County is an Equal Opportunity Employer that does not discriminate on the basis of race, color, age, sex, religion, disability or national origin.

Resumes may be sent to Criminal District Attorney Brandy Robinson, brandy.robinson@austincounty.com or First Assistant Criminal District Attorney Benjamin Nystrom, benjamin.nystrom@austincounty.com.