**Eastland County Criminal District Attorney’s Office**

**Job Title:** Administrative Assistant

**Pay Rate:** $16.75 or based on experience

**Reports To:** Eastland County Criminal District Attorney

Non-exempt Full-Time Position

**Open Date:** January 27, 2024  **Close Date:** Until Filled

**Summary:** This position provides highly responsible administrative and clerical support to the Criminal District Attorney and other professional staff. Duties include carrying out administrative, financial and operational functions of the District Attorney’s office.

**Essential Job Functions:**

* Assisting in processing criminal cases submitted by law enforcement, detailed data entry, scanning, organizing, completing and processing forms, copying and filing documents.
* Corresponding with defense attorneys and other professional colleagues, answering a high volume of telephone calls, greeting and assisting office visitors.
* Preparing and maintaining activity reports on criminal cases, seizures cases and internal statistical data. This requires gathering and/or organizing data and creating spreadsheets as needed.
* Maintain and reconcile multiple financial accounts, including check disbursements, cash handling, receipting and deposits.
* Prepares all requisitions, purchase orders, handles all purchasing of office supplies, state required memberships and dues. Facilitates all travel accommodations for office personnel.
* Maintains office inventory lists.
* Maintains and assists with audit and budget reports and requests.
* Scheduling and maintaining inter office calendars.
* Maintains the office physical filing systems, retention policies and procedures.
* Performs tasks or duties that may be delegated as deemed necessary by a supervisor or team member.
* Works closely with all staff members of the District Attorney’s office and all other county courthouse offices and personnel.

**Required Knowledge, Skills and Abilities:**

Qualified individuals must possess the following knowledge, skills and abilities:

* Excellent computer, clerical, bookkeeping, filing and procedural skills including a high degree of proficiency in Microsoft Office, Word, Excel, QuickBooks and basic office equipment. Training will be provided on various County Government programs.
* Strong professional communication skills both orally and in writing.
* Strong time-management, organizational and trouble shooting skills.
* Possess Integrity and the ability to maintain accurate and confidential records with attention to detail.
* The ability to handle sensitive matters and exercise a high level of confidentiality of case information and victims.
* The flexibility to handle tasks or duties that may be delegated to you as deemed necessary by a supervisor or team member.

**Physical Requirements:**

Requires the ability to sit at a desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties. Must be able to lift or move light weights up to 20lbs.

**Education and/or Experience:**

* High School Diploma or equivalent required.
* Completion of legal secretary program or equivalent or two or more years of college preferred.
* Two years’ experience in a professional office setting preferred serving as an administrative assistant, legal secretary, paralegal, or a related position or any equivalent combination of experience and training.

**Special Requirements:**

* Valid Driver’s License
* Pass a background check
* Pass Drug Screening

**How to apply:**

Submit Resume and References via email or mail to:

Eastland County Criminal District Attorney

Attention: Karri Nicholson

100 West Main Street, Suite 204

Eastland, Texas 76448

Email: ecda@eastlandcountytexas.com