

Legal Secretary- Bowie County Criminal District Attorney's Office

LOCATION

710 James Bowie Dr
New Boston, Texas

HOURS/SALARY

Monday-Friday, 8:00AM-5:00PM. Salary to be determined based upon experience.

JOB DESCRIPTION

Legal secretary sought to provide full routine secretarial duties for staff in the Criminal District Attorney's Office to ensure completion of their work in an efficient and conscientious manner. Specific duties are as follows:

- Serves as liaison for the department: greets, screens and routes visitors and incoming calls. Takes messages and/or answers routine inquiries. Communicates with various attorneys and appropriate staff or general public related to case information.
- Organizes and maintains filing system, including receiving, filing, sorting, verifying and routing a variety of legal documents.
- Coordinates discovery, including copying and distributing discovery in cases to the appropriate attorneys.
- Drafts motions, notices, and correspondence directed to the Courts, attorneys, and the general public.
- Assists attorneys with tasks such as making copies, delivering correspondence, filing papers with the courts (eFiling), and maintaining office supplies.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Graduation from an accredited high school/GED program.
- Proficiency in using word processing and database software.
- Ability to understand and follow written and verbal instructions, organize and process work and establish and maintain effective, working relationships with other County employees and the general public while maintaining confidentiality.
- A pre-employment background investigation will be conducted.

APPLICATION PROCESS

Submit resumes via email or regular mail to:

Taylor Riggs
601 Main Street
Texarkana, Texas 75501
Taylor.riggs@txkusa.org

- Applications will be accepted until the position is filled