

Job Posting: Legal Secretary I
FLSA Status: Non-Exempt

Posting Date: June 17, 2026 (Taking applications until 6/30/26)
Job Type: Full time

Starting Salary: \$3,925.39/month, with the opportunity for a \$50.00 salary increase every six (6) months for two (2) years

As a full-time employee, you will qualify for health insurance and a retirement plan.

The Moore County Attorney's Office is seeking a full-time administrative assistant. Must be a United States Citizen.

Responsibilities include basic office tasks (file, copy, fax, scan, manage incoming telephone calls, meet/greet public), prepare correspondence and documents, basic computer knowledge, data entry, word processing skills, and a willingness to learn new duties.

EXPERIENCE AND EDUCATION:

- Prior administrative support, legal work, or law enforcement experience preferred.
- Graduation from high school, or GED.
- Experience and education may be substituted for one another.

SKILLS, KNOWLEDGE AND ABILITIES:

- Interpersonal communication skills to work with public, law enforcement, and victims.
- Must be dependable, detail oriented, and confidential with cases.
- Skill and experience in drafting memos, developing forms, and analyzing complex issues.
- Skill and ability in proofreading and editing for grammatical content.
- Proficiency using all Microsoft Office Suite applications (Outlook, Word, Excel).
- High proficiency using word processing software, including formatting, creating templates, documenting revisions, tracking changes, etc. (Word, WordPerfect, etc.).
- Ability to efficiently operate office equipment. (Scanners, Printers, Copy Machines, etc.).
- Ability to associate with all County departments in a professional manner.
- Ability to function at a high level, with composure and professionalism, in high-stress situations.

WORKING CONDITIONS: Must be willing to be flexible with schedule, if requested. Work is performed indoors. May risk physical hazard from angry, unstable, violent and highly volatile prisoners and/or citizens, as well as from weapons. There may be exposure to communicable diseases, illnesses and body fluids. Required travel to any necessary training.

PHYSICAL REQUIREMENTS: Generally, this position requires light lifting, usually less than 10 lbs. but can be up to 25 lbs. This position is basically sedentary but also requires standing, bending, stooping and stretching.

If you wish to apply, you may obtain an application in person at the Moore County Attorney's Office, Courthouse, 715 S. Dumas Avenue, Room 208, Dumas, Texas 79029. Completed applications, cover letters, and any supporting documents can be presented in-person at the office.

Any candidate who is selected for an interview with the County Attorney's Office will be requested to submit to a criminal background check and/or credit check, and provide references from prior educators and/or employers.

NEITHER MOORE COUNTY, NOR THE MOORE COUNTY ATTORNEY'S OFFICE DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OF THE PROVISIONS OF SERVICES.