

Liberty County District Attorney's Office

Job Title:	Legal Assistant	Job Category:	
Department/Group:	County Attorney's Office	Job Code/ Req#:	
Location:	Liberty	Travel Required:	No
Level/Salary Range:	Minimum \$28,000.00 Year	Position Type:	Full time
HR Contact:	Debbie Dean	Date posted:	06-18-2019
Will Train Applicant(s):	Yes	Posting Expires:	When position is filled
External posting URL:			
Internal posting URL:			
Original Applications Accepted By:			
Mail or In Person:			
Liberty County Treasurer's Office – HR Department ATTN: DEBBIE DEAN 1901 Cos Liberty, Texas 77575			
Job Description			
Role and Responsibilities			
<ul style="list-style-type: none"> • Answer telephone, screen and direct calls, take and relay messages. • Provide information to callers as needed. • Receive, document, and enter new cases from law enforcement. • Must be familiar with Microsoft Office (Word, Excel, Access, etc). • Provide general administrative and clerical support. • Attend court and keep track of docket. • These are the main duties assigned to this position but are not limited as the only duties. • Must be friendly, polite, and professional at all times whether on the telephone or in person. This includes interactions with police officers, defense attorneys, and other members of courthouse departments. • Must be prompt when arriving at work. Our office hours are 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., Monday thru Friday. You will be expected to arrive at work before 8:00 a.m. in the morning and before 1:00 p.m. when returning from the lunch hour. 			
Qualifications and Education Requirements			
<ul style="list-style-type: none"> • High school graduate or equivalency • Type accurately at a speed of at least 40 words per minute • Strong computer skills • Knowledge in Microsoft Word, and Excel • Excellent people and communication skills • Minimum 2 years clerical employment 			
Preferred Skills			
<ul style="list-style-type: none"> • Spanish Speaking 			
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	