

Kerr County

Job Posting Announcement

Posting Date: 05.05.2021

Closing Date: Until filled



Available: **Immediately**

Position/Title: **Legal Assistant, Hill Country Regional Public Defender**

Location: **Position will staff either Hondo or Kerrville, Texas office**

Pay Grade: **\$35,000 to \$45,000 depending on experience**

The newly created Hill County Regional Public Defender Office (HCRPDO) is seeking to hire Legal Assistants, to be located at the primary office in Kerrville or second office in Hondo. The HCRPDO represents individuals who are not financially able to hire legal counsel in Kerr, Gillespie, Kendall, Bandera and Medina Counties. Applications will be accepted on a rolling basis beginning January 4, 2021, in Kerrville, Texas. Applicants must be willing to relocate to reside within the region. Compensation includes an annual salary of \$35,000 to \$45,000, based upon experience, plus benefits of employment with Kerr County including health care and retirement.

This position provides a full range of administrative support services to assisting in the daily operation of the Public Defender Office.

ESSENTIAL JOB DUTIES:

- 1) Keeps cases organized by establishing and organizing files; monitoring and updating calendars; meeting deadlines; documenting actions; inputting information into file database and case management software; confirming case status with attorney.
- 2) Helps develop cases by maintaining contact with people involved in the case; scheduling interviews; in drafting and filing documents and generating status reports.
- 3) Keeps clients informed by maintaining contact and communicating case progress.
- 4) Supports case preparation by preparing case summaries and materials for hearings; monitoring and obtaining discovery responses; and organizing materials for team case review.
- 5) Enhances trial proceedings by organizing evidence; preparing exhibits; scheduling witnesses; ensuring that witnesses are ready when needed and taking courtroom notes.
- 6) Updates job knowledge by participating in educational opportunities; reading professional publications.
- 7) Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

KNOWLEDGE, SKILLS, AND ABILITIES:

- 1) Knowledge of court procedures
- 2) Knowledge of modern office practices and procedures
- 3) Knowledge of Code of Criminal Procedure and Penal Code
- 4) Skill in utilizing computer and associated software
- 5) Ability to understand legal terminology
- 6) Ability to become a Notary Public in the State of Texas
- 7) Ability to communicate effectively
- 8) Ability to perform physical requirements of the position
- 9) Ability to perform customer service
- 10) Ability to establish and maintain effective working relationships with co-workers, supervisors, outside agencies and clients.

EDUCATION AND EXPERIENCE:

- 1) High school diploma or GED equivalent, associate's or bachelor's degree or paralegal certification preferred.
- 2) Two (2) years of experience in administrative, office or court support

Application Information:

An Application must be completed for each position. No résumés accepted in lieu of an application form. Applications can be downloaded from the Human Resources Department section of the Kerr County website: www.co.kerr.tx.us and returned to:

jdoss@co.kerr.tx.us

or mail to:

Jennifer Doss

Human Resources, Kerr County Courthouse

700 Main Street, Room BA-104

Kerrville, TX 78028

Kerr County is an Equal Opportunity Employer. A background check will be required of finalist. New or Rehire potential employees will be required to provide documentary proof of their eligibility for employment. Kerr County is a public employer; therefore, all applications are public information.