

WHARTON-MATAGORDA REGIONAL PUBLIC DEFENDER OFFICE

J O B TITLE Support Staff to RPDO **JOB CLASSIFICATION:** Non-Exempt

DEPARTMENT: Wharton-Matagorda Regional Public Defender Office

COMPENSATION: \$ 44,000.00 -\$47,000.00

SUPERVISOR: Office Coordinator Chief of Public Defender

HOURS: 40

JOB SUMMARY

Primary duties will include entering client/case information into the database, opening new client files, and secretarial/legal duties as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assembling new case file folders when a case appointed to the RPDO.
2. Picking up all paperwork from the courts when necessary to create new files.
3. Inputting all information into database of new clients
4. Inputting court dates, resets and assuring calendar is maintained.
5. Answering the phones when receptionist is not available. Directing all calls to the proper person
6. Keeping the files updated and in proper order
7. Cross train with Administrator to fill in when needed.
8. Creating and maintaining a good working relationship with the courts, court staff, jail and DA's office.
9. Greeting visitors and clients at the front desk if they drop by the office and relaying messages to other team members as necessary.
10. Create, coordinate, and maintain a Master Calendar of Criminal Dockets for Wharton and Matagorda, including working closely with the courts as necessary.
11. Keep files and file cabinets in order and secure
12. Handle and distribute the mail and incoming faxes.
13. Assist attorneys when necessary to gather records. This may include sending faxes to various offices. Will require tracking of faxes and assuring the proper party gets faxes.
14. Performs other duties as assigned

MINIMUM JOB REQUIREMENTS

Education & Skills:

High school degree with college education preferred. Two to five years of related office experience preferably in a law office or office related to the courts.

Bilingual (English/Spanish) preference

Skills: Data Entry, this will include an ability to input and retrieve information from the database (ZLS),

Run appropriate reports for ZLS

Word, Power Point, Excel Spreadsheets, Draft Letter, Good Phone Etiquette

Ability to read and interpret documents such as safety rules, court documents, operating and maintenance instructions and procedures manuals.

Ability to prepare professional correspondence to clients, stakeholders, and others.

Working knowledge of business English, grammar, and spelling, typing skills and secretarial skills are required.

Knowledge or past work experience with Databases and or Data Entry

Knowledge of Word, Word Perfect, Microsoft

The ability to work under pressure and demonstrate patience and understanding with upset clients and client family members.

Requires organizing, prioritizing, and demonstrating attention to details and accuracy.

The flexibility to perform a variety of duties, including other duties as assigned

Function as a team member and contribute to a positive, client centered work environment.

Ability to receive and follow instructions furnished in written, oral, diagram, schedule and other formats.

PHYSICAL ABILITIES

Must be able to pass Employment Physical and Drug Screen and Background Check

Must be able to lift 15-20 pounds (copy paper or box of file folders)

Must have a valid Texas Driver's License

Must be able to drive. Must have reliable transportation.

****Wharton County is an Equal Opportunity Employer****