

JOB ANNOUNCEMENT
FULL TIME LEGAL ASSISTANT IN THE DISTRICT
ATTORNEY'S OFFICE

SKILLS & REQUIREMENTS:

High school education or equivalent
Read, write and speak the English language
Proficiency with Microsoft Office and other computer skills
Possess a valid Texas Driver's License
Good organizational skills with ability to multitask efficiently
Polite and professional with good communication skills

DUTIES INCLUDE BUT NOT LIMITED TO:

Prepare all legal documents including judgments, orders, motions, notices, subpoenas, bench warrants and more.

Primary phone answering duties

Process office emails

General secretarial and receptionist duties

Submit CJIS information to DPS

Cross training and assist with duties of Victim's Assistance Coordinator

Correspond with attorneys, judges, law enforcement personnel and others

Adhere to confidentiality requirements of the office

A background check will be conducted and fingerprinting for Vital Statistics

Applications for employment should be downloaded and returned to the Hutchinson County Treasurer's Office via email, fax, mail, or in person.

Phone #806-878-4010

Fax #806-878-4029

Email: amyb@hutchinsoncnty.com or mwagner@hutchinsoncnty.com

Physical Address: 500 Main Street, Room 204, Stinnett, TX in the Hutchinson County Courthouse, mailing address: P.O Box 520, Stinnett, TX 79083

Closing Date for accepting applications will be Thursday, October 16th, at 6:00 pm.