

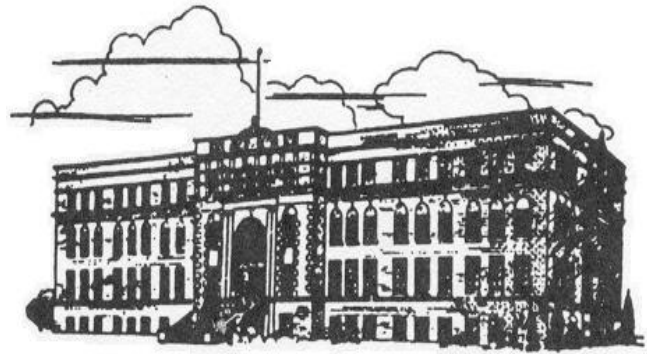
County of Hutchinson

State of Texas

Craig Jones
County Attorney

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Borger, Texas 79008



HUTCHINSON COUNTY ATTORNEY'S OFFICE

JOB ANNOUNCEMENT

JOB DESCRIPTION: Legal Assistant/Secretary/Receptionist

JOB REQUIREMENTS: High School Diploma or equivalent; legal experience a plus, but not required.

OVERVIEW

The County Attorney's Office is seeking a professional candidate motivated to add energy and efficiency to our team. The ideal candidate will be a self-starter with initiative to assist the County Attorney, other staff members, and other County team members in effectively and efficiently administering justice in the justice of the peace, county, and district courts.

JOB DUTIES & RESPONSIBILITIES

Ability to review and draft routine legal documents, create and maintain case files, and facilitate the meeting of attorney's deadlines by keeping organized schedules and providing timely reminders; must be organized and detail-oriented.

Knowledge of and experience in computers, general office duties, (copier, printers, telephones, etc.); some accounts receivable, accounts payable, deposits, daily data entry.

Preparation and filing of court orders, law enforcement and related reports.

Experience in Microsoft Office (Word & Excel).

Strong work ethic is a must, as well as the ability to establish and maintain effective working relationships with court personnel, law enforcement agencies, and other County offices.

Must have the ability to keep information obtained confidential at all times.

APPLICATION DEADLINE

Closing date for accepting applications will be Thursday, November 20, 2025 at 6:00 o'clock p.m.