DISTRICT ATTORNEY
PARALEGAL

The Ector County District Attorney's Office is in need of a Paralegal. The Paralegal will be under the direct supervision of the Assistant District Attorney and the District Attorney.

PRIMARY DUTIES: The Paralegal will be responsible for preparing all paperwork for jury trials, revocations, and guilty pleas, organizes dockets, performs tasks as requested by attorney; keeping supervising attorney and necessary agencies informed of all court settings; preparing various types of court orders, contracts, and briefs; handling general clerical and legal duties; and all other duties as required by the Assistant Attorney and the County Attorney.

MINIMUM QUALIFICATIONS: High school diploma/GED; one (1) year legal experience preferred; must have the ability to type 40 wpm with minimal errors, operate a ten-key by touch, file alphabetically, and have legible handwriting.

TYPING, FILING, TEN KEY AND HANDWRITING TESTS WILL BE ADMINSTERED AT THE TIME THE APPLICATION IS SUBMITTED TO THE HUMAN RESOURCES DEPARTMENT.

SALARY: DOE **-** plus excellent benefits; Monday thru Friday 8:00 a.m. to 5:00 p.m.; 40 hours per week.

DEADLINE: APPLICATIONS WILL BE ACCEPTED UNTIL A SUFFICIENT AMOUNT HAVE BEEN ACCEPTED FOR CONSIDERATION.

Please apply at the Ector County Annex Building located at 1010 E. Eighth Street, Human Resources Department, Room 126, Odessa, Texas. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.