

## **JOB OPPORTUNITY ANNOUNCEMENT**

**DEPARTMENT:** District Attorney's Office  
**OPEN:** June 2, 2025  
**CLOSE:** Until Filled  
**POSITION:** Legal/Administrative Assistant

### **Requirements:**

- ♦ High school diploma and some college or significant full-time work experience in a professional setting
- ♦ Must be friendly and outgoing and able to perform varied tasks efficiently
- ♦ Ability to communicate with attorneys, courthouse personnel and other professionals
- ♦ Must have knowledge of basic office and clerical functions.
- ♦ Must be efficient in Word & Excel and able to learn new software programs quickly
- ♦ Experience working in a courthouse or law office preferred but not required.

### **Responsibilities:**

- ♦ Prepare and manage plea papers throughout the process, including coordinating with prosecutors, defense attorneys and district clerks.
- ♦ Close out files in the computer system and ensure all case documents are scanned, filed, and sent to all appropriate parties.
- ♦ Provide backup support for phone and front desk coverage.
- ♦ Assist prosecutors inside and outside the courtroom with tasks as assigned.
- ♦ Pull and organize files for daily court dockets

**To be considered, you must complete an employment application in full. Applications are available at the Human Resources Department in the Hunt County Courthouse, Room 200, or may be completed online at [www.huntcounty.net](http://www.huntcounty.net)**

**Selected applicants will be contacted for an interview. HUNT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

**NO PHONE CALLS PLEASE**

**PLEASE DO NOT REMOVE**