

WICHITA COUNTY



Job Announcement

Posting Number: 2019-003

POSITION: Felony Legal Secretary

LOCATION: Criminal District Attorney's Office
Wichita County Courthouse

SUPERVISOR: Criminal District Attorney/First Assistant District Attorney

HOURS: 8:00 a.m. – 5:00 p.m., Monday – Friday
(Additional hours may occasionally be required.)

SALARY: Up to \$36,000 Annually (plus County Benefits)

POSTING DATE: January 10, 2019

CLOSING DATE: Open Until Filled

► **GENERAL DESCRIPTION:**

Performs all legal secretarial duties for the assigned felony Assistant District Attorneys.

► **ESSENTIAL DUTIES:**

- Performs general secretarial duties, including handling of mail, answering the telephone, and electronic correspondence.
- Coordinates the calendars of the assigned Assistant District Attorneys.
- Assists in preparing legal documents for assigned Assistant District Attorneys, including plea papers, motions, responses, subpoenas, warrants, etc.
- Maintains all case files for assigned Assistant District Attorneys.
- Sets a good example of character, work habits, and professional decorum for others.
- Possesses and demonstrates a proficiency in word processing using Microsoft Word.
- Proficient in data entry.
- Performs other job related duties as assigned.

► **MINIMUM REQUIREMENTS:**

- Must be at least 18 years of age.
- Must be a high school graduate or equivalent (GED).
- Must possess and demonstrate the ability to coordinate all office procedures relating to preparations of papers, documents and reports pertaining to criminal cases. Secretarial experience is preferred.
- Must have a working knowledge of office practices, procedures and their application.
- Must possess and demonstrate the ability to work independently on clerical tasks and to keep well-organized clerical records.

- Must be able to conduct self in a professional and courteous manner and effectively develop and maintain good working relationships with co-workers, supervisors, County officials and the public.
- Must have a professional telephone etiquette and possess an equal ability to handle inquiries in a courteous and professional manner, both by telephone and in person.
- Must be able communicate effectively with others, both verbally and in writing.
- Must be computer literate and have a working knowledge of applicable software programs.
- Must be able to type a minimum of 60 WPM with minimal errors. Final applicant will be tested.
- Must be able to operate various types of office equipment such as adding machines, copiers, printers, facsimile machines, etc.
- Must possess and demonstrate considerable knowledge of business English, spelling, punctuation, syntax and proofreading.
- Must have an understanding of basic mathematical calculations and computations.
- Must be able to maintain strict office privacy and confidentiality.
- Must be able to handle stressful situations in a professional manner.
- Must pass a pre-employment physical exam and drug test paid by Wichita County.
- Must be able to pass a thorough background investigation conducted by Wichita County.

► **CONDITIONS OF EMPLOYMENT:**

- Regular attendance and punctuality are mandatory.
- Must be dependable and of good moral character.
- Must be able to occasionally lift and move loads weighing up to fifty (50) pounds.
- The Criminal District Attorney's Office is a non-smoking environment.

► **APPLY TO:**

To be considered for employment, please complete the Employment Application found on the Wichita County Human Resources website at http://www.co.wichita.tx.us/Human_Resources/. Please submit your completed Wichita County Employment Application, cover letter and resume to:

Office of the Criminal District Attorney

Wichita County, Texas

ATTN: LaDonna Bedford

900 7th Street, Suite 352

Wichita Falls, Texas 76301

Or email to: LaDonna.Bedford@co.wichita.tx.us

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADAAA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADAAA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD (800) 735-2989, VOICE (800) 735-2988. For candidates requesting Braille, Mobility requests, etc., please call (940) 766-8108. HR/ADAAA Compliance Office, Wichita County Courthouse, 900 7th Street, Room 132, Wichita Falls, Texas 76301.

