

WICHITA COUNTY

Job Announcement



Posting Number: 2017-010

POSITION: Legal Secretary I

LOCATION: Wichita County Courthouse Annex
600 Scott Street, Suite 204
Wichita Falls, Texas 76301

SUPERVISOR: Wichita County Chief Public Defender

HOURS: 8:00 a.m. – 5:00 p.m., Monday – Friday
(Occasional overtime may be required)

SALARY: \$2,276.52 - \$2,379.54 per month (depending upon qualifications)

POSTING DATE: October 13, 2017

CLOSING DATE: October 27, 2017 or Until Filled

► **JOB SUMMARY:**

Work involves general secretarial duties in addition to duties specific to a criminal law practice. The Legal Secretary assists the attorneys in the preparation and filing of legal documents. These duties include, but are not limited to, typing documents, filing documents, interaction with courts and other County departments, as well as contact with clients and their families.

► **ESSENTIAL DUTIES:**

- Types motions, orders, subpoenas, correspondence, personal bonds and any other documents appropriate to a criminal case.
- Prepares and maintains all forms and documents pertaining to criminal cases.
- Files documents in appropriate courts and other offices and retrieves documents from the same.
- Transcribes tapes of interviews with witnesses and others as assigned by investigators and attorneys.
- Responsible for covering the duties of other support staff as needed.
- Reviews, approves, and maintains office bills with assistance of the Chief Public Defender and First Assistant.
- Approves orders and maintains office supplies.
- Performs all other job related duties as assigned.

► **MINIMUM QUALIFICATIONS:**

- Must be at least eighteen (18) years of age.
- Must have a high school diploma or GED equivalent.
- Previous secretarial or comparable experience is strongly preferred.
- Previous experience in a law office and/or general knowledge of civil and criminal law is preferred.
- Must have experience in computer operations and be proficient in the use of Microsoft Word.
- Must be proficient in the use of various types of office equipment such as copiers and fax machines.
- Must have knowledge of business English, grammar, spelling, punctuation and proofreading.
- Must have good basic math skills.
- Must be skilled in coordinating all office procedures related to the preparation of documents related to the defense of a criminal case.
- Must be skilled in dealing with clients and the general public in a professional manner.
- Must be skilled in establishing and maintaining effective professional relationships with colleagues and employees of other departments.
- Must have the ability to accurately type at least sixty (60) words per minute.
- Must have the ability to accurately document work performed.
- Must have the ability to maintain client privacy and confidentiality.
- Must have the ability to effectively deal with dissatisfied clients and others in a professional manner.
- Must have the ability to handle stressful situations in a professional manner.
- Must be able to pass a pre-employment physical exam and drug test paid by Wichita County.

► **CONDITIONS OF EMPLOYMENT:**

- Must deal extensively with the public and legal community.
- Performs repetitive tasks daily.
- Must be able to occasionally lift and move loads weighing up to thirty (30) pounds.
- The Public Defender's Office is a non-smoking environment.

► **APPLY TO:**

To be considered for employment, **please submit your completed Wichita County Employment Application, cover letter, resume, transcript and writing sample to:**

**Wichita County Human Resources Office
900 7th Street, Room 132
Wichita Falls, Texas 76301
(940) 766-8108
(940) 766-8277 FAX**

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 1 (800) 735-2989, VOICE 1 (800) 735-2988. For candidates requesting Braille or Mobility requests, etc., please call (940) 766-8108. HR/ADAAA Compliance Office, Wichita County Courthouse, 900 7th Street, Room 132, Wichita Falls, TX 76301.