

Notice of Employment Opportunity

Agency/Department: 79th Judicial District Attorney's Office
Position: Full-time secretary with primary duty station in Brooks County, Texas
Salary: \$29,484.00/year with medical benefits as provided by Brooks County, Texas
Job Description:
-Typing, copying, faxing, e-mailing and filing of legal documents.
-Communication with the public, court clerks, judicial court managers, crime victim's service providers, law enforcement agencies and criminal defense counsel by telephone and in person.
-Assist prosecutors prepare criminal cases for presentation to grand jury and in providing discovery to defense.
-Assist prosecutors prepare cases for court settings including, but not limited to, pre-indictment hearings, writ hearings, pre-trial hearings, suppression hearings, trials, and post-conviction matters.
-Assist in maintaining the case data and statistics for progress reports.
-Communicate with local, state and federal law enforcement agencies and prosecutors' offices in connection with investigations and prosecutions.
-Assist investigator in maintaining and updating database.
-Assist with setting up and registration of local provided training
-Complete other tasks connected with cases as assigned.
-Handle sensitive and confidential information.
-Update case information in the case management system.

Required Qualifications: High School Diploma or GED minimum.
Familiarization with MS Word and Access Programs.
Be able to use computer and general office equipment.
Communication skills for assistance to public by telephone and in person.
Be able to file efficiently.
Physically able to lift boxes weighing approximately 30 pounds.
Physically be able to climb stairs.
Be able to work in high stress environment and work well with others.
Be able to work before and beyond 8-5 work day, when necessary, with comp. time given, no overtime.
Typing and office proficiency test
Criminal background check will be required
No felony convictions or crimes of moral turpitude.

Preferred: Bilingual: English & Spanish
Strong computer-based skills and experience
Experience in County/District Attorney's/Clerk's Office

Application Deadline: Until Filled

ABOUT THIS OFFICE: The 79th Judicial District is comprised of Jim Wells and Brooks Counties County. We are looking for a highly self-motivated hardworking individual who is dedicated to obtaining positive results in prosecuting criminal cases. The position is funded through Brooks County; benefits, if applicable, provided through Brooks County; employment policies as adopted by Brooks County and the District Attorney's Office.

APPLICATIONS: Available at the 79th Judicial Attorney's Office applicants may also request for an application to be faxed or emailed to them by emailing a request to 79thdistrictattorney@co.jim-wells.tx.us.

Submit resume and application through mail, fax or email.
Attention: Vivian Lara, Office Manager
Mailing Address: P.O. Drawer 3157, Alice, TXD 78333
Fax: (361)668-9974; Email: 79thdistrictattorney@co.jim-wells.tx.us

The 79th Judicial District Attorney's office is an Equal Opportunity Employer.
All employees are expected to conform to the employment policies of Jim Wells and Brooks County and the District Attorney's Office. All employees are employed "at will"