

JOB ANNOUNCEMENT

Position Title: Legal Assistant

Skills and Requirements:

- ✓ High School Diploma or Equivalent
 - ✓ Read and write the English language proficiently
 - ✓ Communicate clearly and effectively, both verbally and in writing
 - ✓ Enhanced computer and word processing skills (see Essential Job Functions)
 - ✓ Professional demeanor and communication skills
 - ✓ Possess and maintain a valid Texas driver's license
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Essential Job Functions:

Duties include, but are not limited to:

- ✓ Prepare pre-trial motions, indictments, plea paperwork packets and other legal document preparation
 - ✓ Assist in trial preparation, including: Reviewing and drafting trial documents, verifying all evidence and disclosures have been made, preparing trial notebooks and exhibits for trial, and all other necessary materials as directed by the attorney
 - ✓ Assist in answering phones
 - ✓ Correspond with attorneys, judges, law enforcement and others
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Successful Candidates will have strong computer skills, an attention to detail and professional demeanor.

Job applications may be downloaded from the Moore County, Texas website. E-mail applications **and resume** to Veronica Leyva at VeronicaL@69thda.com. Completed applications and resumes should be submitted by email no later than Monday, January 24, 2022 at 5:00pm.