

OFFICE OF THE COUNTY ATTORNEY  
COLORADO COUNTY, TEXAS

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JOB POSTING: September 7, 2023  
COLORADO COUNTY ATTORNEY'S OFFICE  
PART-TIME LEGAL SECRETARY

There is a job opening for the above position that is currently open and will remain open until filled. An application may be obtained from the County Judge's office. Send your completed application and resume directly to County Attorney Jay Johannes at the above address. The job duties, qualifications, and responsibilities are as follows:

- Perform legal secretarial duties
- Maintain juvenile court calendar and the juvenile court docket
- Prepare legal pleadings
- Victim/witness coordination and Protective Orders
- Hot Check accounting
- Data input of incoming criminal cases
- Word processing; correspondence
- Case preparation and data research
- Receptionist duties
- Interact with law enforcement agencies, probation department, clerk's offices and the public
- Other duties as assigned—teamwork is mandatory

Critical skills/training required:

- Extensive knowledge of computer, office equipment, and document assembly
- Experience with courthouse/legal/criminal justice system
- Ability to maintain confidentiality is critical
- Ability to work with little supervision as well as part of a team
- Ability to meet short-time deadlines
- Clear criminal history

Not all candidates will be contacted for interviews.