

OFFICE OF THE COUNTY ATTORNEY
COLORADO COUNTY, TEXAS

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JOB OPENING FOR LEGAL SECRETARY

An application may be obtained on the county's website at www.co.colorado.tx.us or at the County Judge's office. Send your completed application and resume directly to Sarah Wick at the above address. Job duties, qualifications, and responsibilities are as follows:

- Perform legal secretarial duties for prosecutors
- Maintain court dockets
- Prepare petitions and motions to revoke/adjudicate for filing
- Victim/Witness coordination and Protective Order preparation
- Hot Check Accounting
- Data input of incoming criminal cases
- Word processing; correspondence
- Case preparation and data research
- Prepare and assemble legal forms
- Assemble information for cases (criminal history, medical, supplemental reports)
- Coordinate seminars and training
- Receptionist duties
- Familiarity with Microsoft Word, Excel, and PowerPoint
- Correspondence regarding court dates
- Interact with law enforcement agencies, probation department, clerks' offices and the public
- Other duties as assigned

Critical skills/training required:

- Extensive knowledge of computers, 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
- Spanish speaking ability is a plus
- Clear criminal history