

Job Posting Announcement

Posting Date: July 9, 2010
Closing Date: July 23, 2010

Title: Full Time Administrative Secretary – Legal

Starting Salary: \$37,000 to \$40,000 DOE

Description of the Work:

Performs secretarial and clerical support for county attorney, and assists attorneys in various activities in preparing cases by performing the following duties. This list is intended to be illustrative and does not represent an exhaustive list of duties and responsibilities. Incumbents may not perform all duties and responsibilities listed. Other duties may be assigned. Types a variety of documents including pleadings, briefs, opinions, letters, discovery, memoranda, minutes, statements, and reports. Maintains and updates attorneys' calendars with scheduling of deadlines and court appearances. Manages, maintains, and organizes files and documents for pending civil and criminal matters. Maintains records, including financial, on departmental activities and specific projects of the department. Prepares and submits Purchase Orders for payment of office purchases and expenses. Responds to routine inquiries about cases, the county, or the department and may be assigned primary responsibility for processing work relating to specific functions. Gathers information and assist in preparing pleadings for disposition of juvenile cases, protective orders, guardianships and other court actions. Participates in process of evaluating and prosecuting juvenile cases. Provides courtroom assistance to attorneys as requested during criminal hearings and trials. Performs and oversees recordkeeping, docketing procedures, and light bookkeeping. Gathers information for and prepares reports. Creates and updates form and procedural manuals. Compiles materials for and coordinates attendance of attorneys, witnesses, and probation officers at hearings and trials. Receives money, records, and issues receipts for payments. Prepares checks for signature by County Attorney. Serves as a representative of the office attorney in contacts with other employees, officials and the general public, and in scheduling appointments. Reviews supply inventories and operational needs and orders supplies as needed. Performs related duties as required.

Special Requirements: Job offer is contingent upon passing a criminal background investigation.

Application Information: An Application must be completed for each position. No résumés accepted in lieu of an application form.

Applicants should submit a Kerr County Application for Employment, cover letter, resume, and three references via U.S. Mail, fax, or email to:

Robert Henneke
Kerr County Attorney
700 Main Street, Ste. BA-103
Kerrville, TX 78028
rhenneke@co.kerr.tx.us
(830) 792-2228 (fax)

Kerr County is an Equal Opportunity Employer. A background check will be required of finalist. New or Rehire potential employees will be required to provide documentary proof of their eligibility for employment. Kerr County is a public employer; therefore, all applications are public information.