

EMPLOYMENT NOTICE

JOB TITLE: LEGAL ASSISTANT

DEPARTMENT: NORTH HILL COUNTRY PUBLIC DEFENDER OFFICE (NHCPDO)

LOCATION: LLANO COUNTY

SALARY: GROUP 60

GENERAL STATEMENT OF DUTIES:

This position performs complex administrative tasks to ensure efficient daily departmental operations. This position coordinates assignments, supervises administrative support staff and manages the daily operations of the department. Court room presence is required as well as the preparation of legal documents as supervised by an attorney.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

This position requires a person with unquestionable integrity, tact, discretion and self-motivation. The ability to establish and maintain effective working relationships with others within the office, other departments, and those who have need of the services of the office is essential. An excellent working knowledge of and ability to apply general office skills, office etiquette and respect for others along with the ability to organize multiple tasks and utilize time effectively must be fundamental. Excellent communication skills are crucial. Applicant must be proficient in use of computers and software and must have education and experience equivalent to a Bachelor's Degree in a job-related field of study. Public relations skills are a plus.

CERTIFICATE AND LICENSE REQUIREMENTS:

Required to be bondable and have a valid Texas driver's license.

EQUAL EMPLOYMENT OPPORTUNITY:

Burnet County complies with all State and Federal laws re: non-discrimination against any person in job structuring, recruitment, examinations, election, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based upon race, age, religion, color, disability, national origin, sex, political affiliation or belief, genetics, or any other non-merit factor. Personnel decisions shall be made on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, experience, and ability to perform specific jobs.

APPLICATIONS:

Each applicant is required to submit an application for employment with pertinent information regarding training and experience. Application forms may be obtained at website www.burnetcountytexas.org or between the hours of 8:00 a.m. and 5:00 p.m. from the Human Resource Office, Burnet County Annex on the Square, 133 E. Jackson, Room 103, or at the Burnet County Courthouse, 220 S. Pierce Street. Completed applications will be accepted in the Human Resource Office until 5:00pm on Friday, September 24, 2021..