

EMPLOYMENT NOTICE

JOB TITLE: ADMINISTRATIVE ASSISTANT
DEPARTMENT: DISTRICT ATTORNEY'S OFFICE
LOCATION: 811 BERRY STREET, LLANO COUNTY
SALARY: GROUP 60 (\$16.05 - \$21.27)

Litigation support for 33rd/424th Judicial District Attorney's office, located in the Llano office. Duties included but not limited to case intake, scanning, filing, answering phones, greeting the public, assisting with research, case preparation, documents and other office duties. Some travel may be required between counties in the district. Computer experience a must. This position is in the Llano County Office but is paid by Burnet County.

Job Location: 811 Berry Street, Llano, TX 78643

Background check is required

Benefits include: vacation, sick and holiday pay, retirement, health and dental insurance.

For additional info and application go to <http://www.burnetcountytexas.org/page/treas.hr>

Return completed application to the District Attorney's Office by email at a.smith@co.llano.tx.us or as instructed at <http://www.burnetcountytexas.org/page/treas.hr>.

For questions, please call the District Attorney's Office @ 325-247-5755

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, 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, experience, and ability to perform specific jobs.

Job Title: Administration Assistant

Pay Group:60

FLSA: Non-Exempt

Department: District Attorney's Office

Reports To: Office Manager/District Attorney

Summary:

This is a full-time position, under the immediate supervision of the Office Manager, with a wide range of responsibilities and duties to include case intake, scanning, filing, answering phones, greeting the public, assisting with research, case preparation, documents, and support services to other personnel and offices.

Essential Responsibilities and Duties:

1. Process, prepare, compile, copy, and/or sort documents, motions, forms, and notices, at the direction of attorney.
2. Case intake including data entry of all new cases that come into the office, upload digital files to computers, scan and attach to computer system, and maintain case status.
3. Maintain and update filing, inventory, mail, and database systems.
4. Answer multi-line telephone, take messages, transfer phone calls. Proper telephone and speaking skills are essential.
5. Must be proficient at use of copy machines, fax machines, and scanning machines, and other hardware or software as necessary.
6. Process and receive case intake and legal notices from law enforcement, defense attorneys, other court personnel, and general public. Must be able to communicate with and greet law enforcement, witnesses, victims, other county personnel, and attorneys in a professional manner at all times. Also, must be able to handle children and victims of serious crime in a professional manner.
7. Monitor case types and statistics as necessary or required.
8. Other duties as assigned within the scope of the office.
9. Run errands on behalf of the office, including but not limited to, bank, post office, clerk's office, courthouses, law enforcement, and other offices within the 4-county District.
10. Must maintain confidentiality of all information learned in the scope of employment until time when information is made public by Elected Official or his/her direction OR upon time when information is required to be made public by law.

Requirements:

- Ability to work in a fast-paced environment and under the stress of deadlines, changing priorities and conditions, and public contact.
- Considerable ability to establish and maintain effective working relationships with personnel, attorneys, associates, and law enforcement.
- Ability to pay attention to detail as well as understand and follow written and oral instructions.
- Considerable ability to comprehend and implement practices and procedures.
- Proficient in the use of office equipment including computers, software and applications.
- Ability to scan, email, fax, and enter data with efficiency and accuracy.
- Must have and maintain the ability to alphabetize and operate basic office equipment.
- Must be able to type accurately and check and correct work.

- Must possess and maintain a valid Texas Driver's License at all times. A driving permit or occupational license is not allowed.
- Must have or be able to receive accreditation to become a Notary Public under Texas law.
- Regular attendance is essential. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule.
- Some travel may be required between counties in the district.
- Overtime may be required, when approved by supervisor.
- Must be able to pass a background check.

Physical Demands and Work Environment:

While performing the duties of this position, the employee is frequently required to talk, hear, see, sit, stand, kneel, climb, feel, use fingers to handle, and arms to reach and carry. The employee must be able to lift up to 15 pounds regularly. Specific vision is required by this job, including the ability to see up close and at distance.

Special Conditions:

This position determines how to prioritize work so that it is accomplished in a timely and professional manner. Incumbent proofs work to determine if revisions are required. Determines how to handle hostile clients/public members and where to refer difficult phone calls. Decisions regarding personnel issues, client or attorney complaints, and legal and/or policy questions are to be referred to the elected official.