

Summary

Under general supervision, the 2nd Assistant performs a variety of administrative and clerical support functions for the Winkler County Attorney. This position affects the accuracy, reliability, and acceptability of further processes and services.

Responsibilities

- Performs general clerical duties including answering the telephone, filing, and typing correspondence.
- Assists the general public via telephone or in person.
- Assures the services delivered meet quality and timeliness standards.
- Manages money orders and checks received in payment for discovery, including preparing receipts and accounting reports according to mandatory county policies.
- Manages caseload from intake to closing with accuracy.
- Prepares and drafts orders, motions, judgments, petitions, and other legal documents.
- Processes computerized information on records systems such as Odyssey with attention to detail and accuracy.
- Researches, interprets and analyzes criminal history data of defendants to locate and request prior conviction records.
- Attends TLETS certification class to obtain/maintain license for accessing sensitive information including criminal history and driver's license records.
- Maintains state standing of CJIS (Criminal Justice Information System) reporting completion to maintain funding.
- Maintains confidentiality and security of records and information.
- Establishes best practice procedures to ensure complete dissemination of Discovery and compliance with the Texas Code of Criminal Procedure Article 39.14.
- Communicates with defense counsel, court and clerk staff, and law enforcement representatives as necessary to achieve justice.
- Aids assigned prosecutors with obtaining, disclosing, reviewing, and preparing evidence for trial and/or to satisfy statutory, ethical, and constitutional obligations.
- Logs and manages all evidence (photographs, video and audio recordings, documents, compact or digital versatile discs, and other physical items in the custody of the Winkler County Attorney) for evidentiary purposes and for eventual provision in discovery to defense attorneys.
- Performs various functions related to processing charging instruments, namely complaints and information, and preparing plea paperwork.
- Maintains state compliance for CJIS requirements.
- Bilingual Assistants translate communications to Defendant's regarding their case status and the legal documents to be filed.
- Performs other duties as assigned.

Education and/or Experience

- High School Diploma or equivalent required.
- Completion of legal secretary program or equivalent or two or more years of college preferred.
- Two years experience in the legal profession preferred serving as a legal secretary, paralegal, or a related position or any equivalent combination of experience and training.