

**POSITION:** Legal Secretary/Victim Assistance Coordinator

**SALARY:** Pay depending on experience

**DEPARTMENT:** 109<sup>TH</sup> DISTRICT ATTORNEY'S OFFICE

**OPENING DATE:** February 1, 2025

**CLOSING DATE:** Open Until Filled

#### General Description

The 109th District Attorney's Office has an immediate opening for a legal secretary/victim assistance coordinator. The position provides full routine secretarial duties for staff in the 109<sup>th</sup> District Attorney's Office that involve providing legal and administrative support and maintain communication with victims, attorneys, agencies and the general public.

#### Essential Duties

- Serve as liaison for the department, greeting, screens and routing visitors and incoming calls
- Serve as the victim liaison for the office, assist victims of crime with the appropriate paperwork, file and keep records of all victim interaction and contact
- Comply with all reporting statutes concerning victim of crime contacts
- Organizes, indexes and files legal and administrative documents. Maintain record-keeping and filing systems
- Reviews and processes emails/mail for legal staff and schedules, maintains and updates appointment calendars detailing events
- Performs related work as assigned
- Coordinate travel arrangements for legal staff and witnesses and prepare or process related paperwork and files
- Prepare, proofread, and edit legal and administrative documents and reports
- Arrange interviews, depositions, and court appearances as needed
- Prepare statistical and administrative reports as requested
- Provide assistance to judges and attorneys with case management and docket control
- Attend legal meetings, such as victim/witness interviews, hearings, or depositions, and take notes

## Requirements

- Experience in administrative support or legal secretarial work. Graduation from a standard senior high school or equivalent and a paralegal education is generally preferred. Experience and education may be substituted for one another.
- Applicant must be able to pass a drug test
- Applicant must have a clean criminal history, a pre-employment background will be conducted

## Salary and Benefits

Pay will be determined by experience. The successful applicant will also receive a full benefits package from Winkler County. This includes paid holidays off, personal leave time, and other benefits in addition to health, life, dental, and vision insurance.

## Knowledge, Skills, and Ability

Proficiency in using word processing and database software. Knowledge of legal practices and terminology, proficient in spelling, punctuation, sentence structure, and grammar. Skill in the use of a computer and office equipment and reference materials. Ability to prepare legal correspondence and documents, to take and transcribe dictation, and to maintain files and records.

## Physical Demands

Daily duties require sitting, standing, walking, kneeling, and bending as well as speaking to and listening to other people. This job will be performed in the usual and customary office and courtroom settings. Minimal heavy lifting and driving duties are required. The workweek is usually 40 hours per week, but may be longer if you are assisting in preparing for trial or in trial.

## Equal Opportunity and Affirmative Action Employer

Winkler County does not discriminate in our employment practices based on an applicant's race, ethnicity, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or status as a protected veteran.

Interested applicants should send a resume and cover letter to Amanda Navarette at [Amanda.navarette@co.winkler.tx.us](mailto:Amanda.navarette@co.winkler.tx.us) or apply in person at the HR department in Winkler County. Applications will be accepted until the position is filled.