

Legal Assistant

The 81st Judicial District Attorney's Office is seeking a hard-working, full-time, experienced administrative assistant for our fast-paced office. Our office covers Atascosa, Wilson, Karnes, Frio, and LaSalle Counties. The office is located at 1105 A Street in Floresville.

DUTIES: Assisting the district and assistant district attorneys and staff in the daily administration of the office.

- **Grand Jury Intake** – Receiving and processing case files from law enforcement; data entry of grand jury cases into case management system; scanning reports, downloading and copying DVD's.
- **Processing New Indictments** –Data entry in case management system, creating and mailing restitution letters.
- **CJIS Case Reporting Access (Requires Training & Certification)** – Enter prosecution information into the Criminal Justice Information System for rejected, dismissed, no-billed, indicted, and accepted criminal cases. Actively make corrections as needed with CJIS Corrections Dept. Regularly pull CJIS reports and distribute them to the appropriate personnel.
- **Office Support** – Prepare judgments; request and/or provide paperwork, discovery, and information to prosecutors, defense attorneys, judges, and outside law enforcement agencies. Draft letters and fax correspondence. Research information on cases and defendants as requested. Retrieve and return archived files from storage as needed. Scan archived files into case management system. Accurately maintain and manage files, records, spreadsheets, office forms, and provide reasonable office support as needed.
- Cross-trained to provide overflow work, backup support, and office coverage in the absence of other administrative staff, including but not limited to: answering phones, faxing, copying, handling mail, filing, data entry, pulling dockets, and other office duties as assigned.

REQUIREMENTS:

- Proficient in Microsoft Office: Outlook, Word, and Excel
- Ability to learn Karpel PBK case management system
- Exceptional organizational and time management skills
- Ability to troubleshoot computer, copier, and printer technical issues
- Valid driver's license
- Able to pass a thorough background check
- Ability to always maintain confidentiality
- Must have a positive disposition and be a team player
- May require occasional travel within the district

Salary: Starting salary is \$38,000 and is commensurate with experience. Retirement, vacation, and health insurance are included.

Deadline: Open until filled.

Please email your resume to: Audrey.Louis@81stda.org (No phone calls, please).