

LEGAL ASSISTANT

The Houston County Attorney's Office is accepting applications for a Legal Assistant. Applicants must have a high school diploma or equivalent. Starting salary is \$1,018.81 bi-weekly/\$26,489.09 (or more depending on experience) including county benefits. Experience a must. Bilingual a plus.

Duties include, but are not limited to, all aspects of setting up and processing of criminal, juvenile, and CPS cases, attending court proceedings, when needed, drafting charging documents for criminal cases, preparing discovery for Class C cases, maintaining and organizing CPS cases for Assistant County Attorney, assisting the general public, assisting the Office Administrator in processing hot check cases, and assisting the Victim Assistance Coordinator in contacting victims.

Applications are located in the Houston County Treasurer's Office and at www.co.houston.tx.us. Applications may be submitted to the Houston County Attorney's Office, 401 E. Houston Ave., 2nd Floor, Crockett, Texas 75835; (fax) 936-544-9811. Include a minimum of 3 references.