

## **Job Announcement**

### **JOB DESCRIPTION**

**Administrative Assistant**

### **DEPARTMENT**

**County Attorney**

**300N Highland**

**Marfa, Texas**

### **POSITION SUMMARY**

**Work under the direction of the county attorney by performing administrative legal support with regard to criminal prosecution activities**

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

**Respond to inquiries from public, both in person and by telephone**

**Prepare and process criminal case files**

**Arrange for court appearances of law enforcement officers and civilians**

**Effective and respectful communication and interactions with other county employees**

**Maintain positive professional working relationships with all staff levels, other jurisdictions and outside agencies and, the general public**

**perform other related functions as needed or assigned**

### **REQUIRED KNOWELGE AND ABILITIES**

**Proficient in operation of personal computer and other office equipment**

**Effectively and efficiently utilize word processor to obtain, manipulate and process data**

**Use computer technology, including the internet, to effectively conduct research**

**Ability to handle inquiries from the general public in a friendly and courteous manner**

**possess basic knowledge as to the structure and operation of the criminal courts**

**Ability to organize and coordinate various assignments, and establish priorities to effectively work under pressure with minimal or no direct supervision.**

**Ability to compose clear and grammatically correct correspondence.**

**Ability to communicate effectively and tactfully both orally and in writing.**

**Ability to be detail oriented and follow through with tasks.**

**Perform administrative duties by drafting and preparing legal and general correspondence, processing case files and dispositions and providing assistance to the public, prepare court docket answering the phone and filing, copying**

**EDUCATION****High school graduate****Some college**

**Applications may be downloaded from: Presidio County Texas website or  
Mail Resume to Presidio County Attorney P.O. Drawer M Marfa Texas 79843**

**Presidio County] is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.**