



NACOGDOCHES COUNTY

Job Opportunity

Position: Paralegal I

Department: County Attorney's Office

Starting Salary: \$38,963.00 per year, plus benefits

Open Until Filled

Type: Regular, Full Time

General Description:

This position requires attention to detail, entry of sensitive data for criminal history purposes, and the ability to multi-task in a high-pressure environment. Assists attorneys both in and out of the courtroom in preparation for trials and court proceedings. Provides routine legal research and support. Screens, reviews, analyzes and organizes case-related material required for Court presentation and/or case resolution in the Criminal and/or Civil Courts. Drafts various pleadings, discovery, motions, affidavits, and subpoenas. Interacts with defendant's attorney(s), defense legal staff, victims and law enforcement personnel. Performs other duties as assigned by the Department Head.

Responsibilities:

- Prepares and organizes pretrial case materials. Reviews, screens, and analyzes case-related materials for assigned cases and provides summary of facts to assigned attorneys. Processes documents, including preparation, filing and issuance of information. Obtains, indexes and outlines criminal histories, offense reports and all other relevant documents.
- Prepares files, subpoenas and other legal documents, as required.
- Coordinates discovery, including drafting of discovery logs and calendaring of defense requests for discovery, and other requests in accordance with local, state, federal and administrative and agency rules and procedures. Drafts responses to discovery requests in criminal and civil cases.
- Appears in court with attorneys to take notes and follow up on items requested. Files documents with the court as required.
- Responsible for managing case docket in court and responsible for data entry in case docket. Responsible for maintaining clear and precise notes on case files. Responsible for securing, storing and accurately labeling videos and audios for case docket.
- Performs additional duties as needed.
- Requires regular attendance at work, on time and as scheduled.

Knowledge, Skills & Abilities Required:

- Ability to carefully review offense reports and extract pertinent data
- Ability to problem solve
- Proficiency in the use of computers and audio, visual equipment
- Ability to accurately and succinctly summarize legal information
- Ability to adapt to changing work situations, and remain objective in dealing with upset, emotional individuals in difficult or challenging situations
- Skill in acquiring, maintaining, organizing, and analyzing case evidence
- Ability to review and examine case files for accuracy
- Excellent verbal and written communication skills
- Knowledge of and skill in the use of proper grammar, report preparation and business letter writing
- Ability to follow instructions and complete assignments
- Ability to establish and maintain professional relationships with co-workers and the general public while using good judgment to recognize scope of authority
- Knowledge of practices, procedures and legal terminology related to legal offices and the Court system
- Knowledge of and ability to use MS Office Suite (Word, Excel, Access, etc.)
- Ability to create DVDs from 911 recordings and other sources as needed

Additional Information:

- Work performed indoors
- Requires ability to sit for extended periods of time
- Requires ability to lift and carry up to 25 pounds routinely
- Requires ability to reach and grab to move boxes and files
- Requires adequate visual acuity, speech and hearing to interact with victims, attorneys, judges and other staff
- Requires adequate manual dexterity necessary to operate a computer and office equipment

Qualifications:

- High School Diploma or a GED Certificate
- Experience as a Paralegal preferred but not required

Instructions:

Complete a Nacogdoches County Employment Application and submit to the address below. Resume and professional references should be attached to the application, but, are not accepted in place of the completed and signed application.

Submit application to: **Nacogdoches County
Human Resources Department
101 W. Main St, Ste 161
Nacogdoches, TX 75961**

Nacogdoches County is an Equal Opportunity Employer.

Nacogdoches County participates in E-Verify.