

Legal Secretary

Education and Skill Requirements

- High School Diploma or equivalent required;
- Completion of legal assistant program or equivalent or two or more years of college preferred or similar professional experience;
- Two years' experience in the legal profession serving as a legal secretary; paralegal or related position or any equivalent combination of experience and training preferred;
- Class C driver's license;
- Bilingual preferred (Spanish and English)

Other Qualifications, Certificates, Licenses, Registrations:

Required Skills

- Exceptional skill in the preparation and drafting of a variety of legal documents and correspondence using prescribed format and conforming to all rules.
- Exceptional skill in establishing and maintaining effective working relationships with co-workers, Court Personnel, Judges, elected officials, attorneys, and the general public.
- Exceptional skill in reception, telephone etiquette, public relations including management of problematical emotional individuals
- Exceptional skill in documenting, reading, understanding and maintaining legal documents timely according to the Texas rules/codes of procedure.
- General skill in operating standard office equipment, such as personal computers, calculators, and telephones.
- Exceptional organizational skills.
- Exceptional skill in managing a heavy workload without immediate supervision or direction.
- General skill in expressing oneself clearly and concisely, both orally and in writing.

Requisition Notes

Under general supervision of the District Attorney and the First Assistant District Attorney legal assistant will screen, review, analyze and organize case-related material required for Court presentation and management in the Court. Performs a variety of administrative and clerical support functions for the District Attorney and/or Assistant District Attorneys. This position affects the accuracy, reliability and acceptability of further processes and services. Individuals in this position serve at the pleasure of the current elected official.

Salary will be based on experience and range from \$26,000.00 to \$32,000.00. Benefits will be provided by Dawson County.

Please send Resume and References to Philip Mack Furlow at philip.mack.furlow@co.dawson.tx.us and/or Philip Mack Furlow, P.O. Box 1268, Lamesa, Texas 79331.