

## Legal Assistant/Paralegal

### Education and Skill Requirements

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

### 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 or an 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 \$29,000.00 to 36,000. Benefits will be provided by Dawson County.

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