

COUNTY OF GILLESPIE
JOB DESCRIPTION



Office Assistant For
County Attorney's Office

DEPARTMENT: County Attorney

POSITION: Office Assistant

SUPERVISOR: County Attorney

FLSA Category: Full-time, Hourly, Non-Exempt (7-day work week Sunday – Saturday, 40 hours per work period)

PAY GRADE: 12

PAY RANGE: Starting at \$17.19 per hour —

NOTE: This position is wholly grant-funded and continued employment is contingent upon receipt of future grant funds by Gillespie County.

DESCRIPTION OF POSITION:

The Office Assistant for the County Attorney's office performs clerical tasks including preparing, scanning, and filing documents, answering the telephone, and directing calls and visitors to proper locations. This position also performs data entry for criminal cases, hot check collection tasks, assists the prosecutor in the courtroom which includes working with defendants and preparing court documents.

ESSENTIAL DUTIES / FUNCTIONS:

Essential duties/functions, under the supervision of the County Attorney, may include but are not limited to the following:

- Input and obtain information and files from the computer, which will require ability to work in appropriate software such as Microsoft Office, Tyler Technology, and Axon Justice
- Assist in the operation of the Hot Check Department for the County Attorney's Office, including collections, deposits, and till balancing.
- Maintain files, whether electronic or paper, for the County Attorney's Office.
- Assist prosecutor in trial and pretrial evidence preparation and scheduling.
- Make appropriate notations in the files, dockets, and calendars for court as appropriate.
- Maintain County Attorney Office's criminal prosecution trial schedule and notify entire office of hearings including pre-trials and trials.
- Maintain the County Attorney Office's calendar and ensure that all scheduled hearings, meetings, etc... are properly on the calendar.
- Assist the Receptionist and Victim Assistance Coordinator with:
 - Answering the phone.
 - Directing phone calls.
 - Directing visitors to the office.

- Opening, sorting, and distributing mail.
- Communicating with and contacting crime victims.
- Assist all members of the County Attorney's Office as needed, which may include but is not limited to the following:
 - Prepare motions and trial exhibits.
 - Type notarized witness statements and affidavits.
 - Preparing and copying video or media discovery for cases.

SKILLS and ABILITIES

The ideal candidate will have the ability to:

- Maintain confidentiality of records as required by law.
- Communicate effectively, both orally and in writing.
- Effectively use office equipment such as computer, copier, and scanner.
- Perform assigned duties without continual supervision and make sound, independent judgments.
- Manage multiple and changing priorities as may be necessary.
- Establish and maintain effective working relationships as necessitated by work assignments.
- Effectively deal with the public in a professional and positive manner consistent with the requirements of being a public servant.
- Function with a minimal amount of supervision, meet frequent deadlines and be detail oriented.
- Assist the Receptionist and Victim Assistance Coordinator in the performance of their duties
- Perform related duties / functions as may be required or as delegated by members of the County Attorney's office.

MINIMUM REQUIREMENTS / QUALIFICATIONS:

- High School Diploma or equivalent.
- One to two years of experience in like or similar position.
- Must have knowledge of criminal court system and Texas Government Structure.
- Must be at least 18 years of age.
- Must consent to and pass criminal background check.
- Bi-lingual in English and Spanish helpful.
- Have or immediately acquire a Texas Notary Public Commission.
- **SECURITY REQUIREMENT** - Must be able to obtain and maintain a Texas Department of Public Safety (DPS) CJIS security clearance. For more information on CJIS requirements, visit the Texas DPS CJIS system access policy and chart.

WORKING CONDITIONS and SCHEDULES:

County facilities, including vehicles, are smoke-free and alcohol-free working environments. Location of this position is in the Gillespie County Annex 1 which consists of a normal office environment with heat and air conditioning in a multi-person work area.

The position requires daily and prolonged repetitive motor movements, such as but not limited to: computer data entry and use of office equipment (telephone, scanner, copier). The position also requires prolonged periods of sitting and standing.

Normal work schedule is Monday through Friday, eight (8) hours per day, 40 hours per week. Duty hours are generally 8:00 a.m. to 5:00 p.m. with an hour for lunch. Regular work attendance is essential. Employee must arrive to work on time, prepared to perform assigned duties and work assigned schedule. Employees are required to record their work hours properly and to submit time records promptly to their supervisor. Unscheduled hours including holidays, and/or weekends may be required in the case of excessive workloads, unforeseen personnel shortfalls, or emergency situations. Employee may be required to attend job related seminars, conferences, and/or training. Attendance could require out of town travel with/without overnight stay.

APPLICATION INFORMATION

No resume will be accepted in lieu of an application form. Applications can be downloaded from the Gillespie County “Employment Opportunities” link at <https://www.gillespiecounty.org/>

Please Return your completed application to:

Email: hr@gillespiecounty.org

In Person: Gillespie County Courthouse room 102-B Mail: Gillespie County, 101 W. Main St.,

Mail Unit #11, Fredericksburg, TX 78624

Gillespie County is an Equal Opportunity Employer. A background check will be required of finalist. New or rehired potential employees will be required to provide documentary proof of their eligibility for employment. Gillespie County is a public employer; therefore, all applications are public information.

I have read and understand the essential duties / functions, skills and abilities, minimum requirements, working conditions, and schedules of this position.

Signature	Date
Printed Name	