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Job Description

Job Title: **Legal Assistant**

Civil Service: Exempt
FSLA: Non-Exempt
Salary Level: \$20,000.00
Job Category: **Support Staff**

Summary: Prepare all necessary paperwork on criminal and civil files. Keep track of dockets, input information into computer, answer phones, and talk to victims and witnesses.

Essential Duties and Responsibilities:

Other duties may be assigned.

Merge and edit legal documents in the computer.

Maintain a schedule of the case setting.

Contacts law enforcement agencies, victims and witnesses.

Input information on cases into computer databases.

Check for prior criminal records on defendants.

Files forms in files.

Input information relating to the criminal/civil files into the computer system.

Answer inquires on cases.

File files in numerical or alphabetical order.

Pull court dockets on daily bases

Run copy of documents as needed.

Fax documents as needed.

Drafts complex legal documents e.g., memoranda, pleadings, briefs, questionnaires, checklists, etc.

Assists in performing librarian functions (index documents and prepare digests, etc.).

Performs complex legal research and writing duties.

Perform investigative functions, such as verifying facts, uncovering facts, searching and checking public records, contacting victims for information and notifying victims or law enforcement agencies of approaching deadlines.

Acts as interpreter of language and of community lifestyle.

Reviews case files to determine necessary actions and prepares required notices.

Answer inquiries relating to criminal files.

Perform tasks as assigned by the Supervisor Assistant District Attorney.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Computer knowledge:

- Must have some personal computer knowledge
- Ability to learn new computer software
- Must be familiar with MS Windows products
- Ability to type 35 - 45 words per minute

Education and/or Experience:

- High school diploma or general education degree (GED)
- Six years of progressively responsible Legal Secretary Experience or equivalent combination of education and experience, which provides the required knowledge, skills and abilities.
- Prior working experience in the client community or in other Legal service programs.

Language Skills:

- Ability to read, analyze and interpret legal documents
- Ability to respond to common inquiries or complaints from victims, law enforcement agencies or members of the community
- The ability to effectively present information to victims of the crimes

Mathematical Skills:

- Ability to work with mathematical concepts such as probability and statistical inference
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

- Ability to define problem(s)
- Collect data
- Establish facts
- Draw valid conclusions
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Other Skills and Abilities:

- Possess thorough knowledge of all major substantive law areas affecting program clients
- Possess thorough knowledge and understanding of legal terminology and procedures required by assigned duties
- Ability to get along well with people, assume responsibility and follow orders
- Ability to function at a high level under stressful conditions
- Ability to maintain confidentiality. Through knowledge of the “unauthorized practice of law”
- Ability to perform high level analysis of cases and relevant legal materials
- Ability to communicate with persons in the client community. Bilingual ability is highly desirable
- Knowledge and understanding of the legal problems and needs of the poor

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit
- Use hands and finger
- Handle or feel objects, tools or controls
- Reach with hands and arms
- Talk or hear
- Stand and walk.
- Occasionally lift and/or move up to 10 lbs.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

New

Job Description

Job Title: Clerk

FISA : NON-EXEMPT
Civil Service : EXEMPT
Salary Level: \$20,000.00
Job Category: Secretarial

Summary: Clerical (i.e. Responsible for telephone switchboard-answer, screen and forward calls, providing information, taking messages, Data Entry, travel arrangements for office staff, filing, etc)

Must comply with the following in order to qualify for position:

- ▶ Must have a clear criminal record
- ▶ Must submit to a drug test
- ▶ Must agree to a credit check
- ▶ Must be able to assume responsibility and maintain high level of confidentiality
- ▶ Must be able to work in a law enforcement environment

Essential Duties and Responsibilities:

Other duties may be assigned.

Filing

Data Entry

Performs administrative support tasks such as compile, and maintain basic file system.

Distributes within office and prepares outgoing mail.

Maintains supply and material inventory of assigned area as required; orders, receives and distributes materials, equipment, and supplies as directed.

Operates a vareity of office equipment such as typewriter, calculator, copy/facsimile machine and computer terminal, etc. as required.

Qualification Requirements: To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accomodations may be made to enable individuals with disabilities to perform the essential functions.

Computer knowledge:

Basic computer knowledge, ability to learn new computer software and must be familiar with MS Windows products

Education and/or Experience:

High school diploma or general education degree (GED)

Language Skills:

Ability to read, analyze and interpret legal documents. Ability to respond effectively to the most sensitive inquiries or complaints.

Mathematical Skills:

Ability to work with basic mathematical concepts such as statistical conclusion, ability to apply concepts such as fractions, percentages to practical situations.

Reasoning Ability:

Ability to define any problem(s), collect data, establish facts, and draw valid conclusions, ability to interpret a variety of technical instructions in mathematical and diagram form and deal with several abstract and concrete variables.

Other skills and abilities:

Ability to establish and maintain effective working relationships with other county employees, officials and the general public.

Ability to assume responsibility and maintain high level of confidentiality.

Ability to get along well with people and follow orders.

Valid Texas driver's license

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

Law enforcement environment

The noise level in the work environment is usually moderate.

FISA: NON-EXEMPT
Civil Service: NON-EXEMPT

Job Title: **South Texas Region H.I.D.T.A. Administrative Assistant**

Summary of Duties: The South Texas HIDTA administrative assistant is under the direct supervision of the South Texas HIDTA financial manger. The administrative assistant is primarily responsible for the day-to-day operation of the South Texas HIDTA Regional Office. Such daily duties generally include but are not limited to receiving official visitors; answering and monitoring all incoming calls; scheduling appointments; maintain and order office supplies; preparing all travel arrangements; responsible for receiving and distributing all correspondence; processing all account payables for review by financial manger. Duties also require supporting the financial manger and the administrative needs for other office personnel as required.

Duties: Perform duties as directed by the Financial Manger, STR HIDTA, which, at a minimum, include:

- Operating on a daily basis Microsoft Office Professional Suite programs, multi-line telephones, facsimile, recording and copier devices.
- Recording and drafting minutes of quarterly Executive business meetings.
- Arranging and coordinating business trips, many nationwide.
- Preparing the documentation need for travel and submitting for reimbursement.
- Establishing and maintaining official business directories and filing system.
- Coordinating semi-annual LEA business conferences.
- Receiving visitors, dignitaries, and other persons daily for the STR HIDTA.
- Drafting and/or preparing business correspondence daily
- Receiving, answering, screening, directing, and making official telephone calls.
- Scheduling and maintaining weekly, monthly, and annual business calendars.
- Receiving, reviewing, mailing, and maintaining official correspondence.
- Order and maintain supplies for daily office administration.
- Assist the Financial Manger

Other Duties and Responsibilities, but not limited to:

- Through knowledge of ONDCP/HIDTA grant rules and regulations.
- Develop and maintain a productive working relationship with Local, State, and Federal Law Enforcement Agencies to include all STX HIDTA Initiative.
- Maintain spreadsheets on office accounts.
- Coordinate and announce training to Local, State, and Federal Law Enforcement Agencies to include all STX HIDTA Initiative.

Qualifications Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Computer Knowledge:

Must have some personal computer knowledge. Ability to learn new computer software. Must be familiar with MS Windows products. Ability to type 35-45 words per minute.

Education and/or Experience:

High school diploma or equivalent

Language Skills:

Ability to read, analyze and interpret legal documents. Ability to respond to common inquiries or complaints

Effective starting date as