

KENDALL COUNTY CLASS SPECIFICATION

LEGAL CLERK I

GENERAL SUMMARY

Under direct supervision of the Legal Administrative Manager and general supervision of the Criminal District Attorney, the purpose of the position is to provide clerical and legal support to the Criminal District Attorney's staff. Greet customers warmly and ascertain problem or reason for contacting the office and refer to legal assistants or prosecutors, as necessary.

EXAMPLES OF ESSENTIAL FUNCTIONS

Duties may include but are not limited to the following:

Perform administrative tasks to include processing and distributing mail and faxes daily; data entry, making copies, keeping the office organized, keeping track of supply inventory, and maintaining office equipment.

Process Misdemeanor and Felony files.

Coordinate Discovery, Information, and Plea support.

Provide assistance to Pretrial Intervention and Criminal Court attorneys.

Review patrol video to ensure there are no aggravating circumstances such as demeanor or inculpatory statements, and notify the prosecutor of any problems.

Review the driving record/criminal history of defendants and generate or amend complaints.

Communicate with offices concerning evidence reports and obtain signatures, summons, and evidence.

Communicate docket with judge, security, and reception in the courthouse, and attend monthly court dates providing assistance; coordinate rescheduling of cases.

Coordinate with Justice of the Peace offices, organize, generate, and forward annual schedule and locations.

EXPERIENCE AND TRAINING

High school diploma or GED required; supplemented by two years of clerical work experience. Experience in criminal and civil law would be helpful but not required.

LICENSES AND CERTIFICATIONS

Legal Assistant certification is preferred, but not required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Standard concepts, practices, and procedures within the legal field.

Ability to:

- Utilize various advisory and design data and information such as budgets, reports, documents, and files.
- Use of a multi-line telephone, hands-on computer experience, and excellent writing skills.
- Communicate verbally and in writing to allow comprehension by the receiving party.
- Understand and exchange information with supervisors and co-workers when receiving assignments and instructions.
- Communicate and interact with the general public, departmental customers, and various County personnel.
- Follow safe work practices including workplace safety policies and procedures.
- Walk, stand, and sit.
- Exert light physical work in an office environment in a mainly sedentary position.

Kendall County is an Equal Opportunity Employer and maintains compliance with the Americans with Disabilities Act by providing reasonable accommodations to qualified individuals and employees with disabilities.

Salary: \$46,456.65 annually. Benefits are included.

Please send a cover letter, resume, and application to

Kendall County Criminal District Attorney's Office

Attn: Office Manager

201 E. San Antonio St. Ste. 306

Boerne, Texas 78006

or

E-mail: cda@co.kendall.tx.us

The Application can be found on Kendall County's website (www.co.kendall.tx.us) on the Employment Opportunities [page](#).