GENERAL SUMMARY

Under general supervision of the Legal Administrative Manager, the purpose of the position is to assist prosecutors in all aspects of prosecution. Perform moderate to complex administrative support duties to include preparing correspondence and legal documents, greet visitors and respond to or refer questions, answer and route telephone calls to the appropriate person, prepare files for both jury and non-jury dockets, and ensure incoming documents are received by the appropriate prosecutor.

EXAMPLES OF ESSENTIAL FUNCTIONS

Duties may include but are not limited to the following:

Jail reports – Run and print current inmate jail reports daily, notify CJIS and jail of discrepancies requiring corrections; determine the type of case, prepare preliminary offense report and record in appropriate database.

Bond filing – Create and record bond information and notification alerts, review weekly updates with the arresting agency.

Intake – Match cases and related materials with jail records, request priors on enhanced offenses, order and review rap sheets on cases, accept or reject all TRNs in the DPS CJIS reporting site.

Transfer video files onto individual disks, enter cases in software program, scan offense report into database, and create files.

Order necessary paperwork (Rap Sheets), and coordinate with the prosecutors for witness lists.

Prepare indictments, complaint & information, motions, and other legal documents for prosecutors to review and file with the court. Receive complaints signed by investigators, and obtain prosecutors review and signature for documentation.

Prepare, coordinate, and assist prosecutors with Grand Jury preparation and presentation.

Prepare dismissals, non-prosecution forms on JP cases, and motions and settings, for assigned attorney. Update database and file hard-copies in the file room.
Enter additional information from new cases into database; Fact-check all information entered from booking such as spelling of name, date of birth, DL number, date of offense, offense code, etc.

Print out plea offer and waivers for the case; enter attorney information into database when receiving court appointed attorney information or letter of representation.

Probation Cases/Evidence/Appellate - Prepare and file paperwork for Motions to Revoke Probation and Motions to Adjudicate; Prepare witness lists and subpoenas.

Request evidence from investigating agency and give to the attorney with case.

Receive appellate notifications from the Court of Appeals and schedule appellate deadlines on the calendar and provide files to prosecutors.

Jury Docket - Check jury lists for prior criminal history of jurors, prepare judgments, assist the investigator with incoming calls regarding jury trial, assist prosecutors prepare for trial with paperwork and/or witnesses.

Court Preparation and Coordination – Receive updated dockets, print plea documents, print and update judgments for cases that have plead guilty, update calendar with contested hearings, draft subpoena applications for the Clerk’s office, and accompany prosecutors to court. Coordinate with victim services.

Apply for bench warrants for non-county defendants to attend upcoming court dates and request translators as required.

Contact attorneys prior to court date to confirm court attendance, hearing and trial status, and anticipated length of time for hearings. Coordinate bond forfeiture, remittitur hearings, and capias pro finum dockets. Coordinate special dockets for probation revocation hearings, pleas, open pleas of guilty, jail dockets, and all pretrial matters not set on scheduled court dates.

Receive applications to the Judge for occupational driver’s license and prepare checklist for attorney to approve before sending to the Judge.

Obtain jail credit for all defendants prior to court dates. Prepare jail dockets, notify the clerk’s office, and schedule inmate transfers. Determine if inmates have filed affidavits of indigence and/or been appointed attorneys. Ensure there are no other pending cases in the county and that all cases are disposed of prior to defendant being transferred to another facility.

Monitor FTA warrants to create warrant round-up lists.
Discovery responses – Receive and log discovery requests, draft inventory of materials and notify defense attorneys, obtaining signature of receipt. Create 39.14 Discovery Compliance document for submission to court prior to plea or trial.

Provide coverage for the receptionist.

EXPERIENCE AND TRAINING

High school diploma or GED; supplemented by five (5) years of experience. A degree in paralegal studies or related field may supplement years of experience. Experience in criminal and civil law would be helpful but not required.

LICENSES AND CERTIFICATIONS

Legal Assistant certification preferred, but not required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Excellent secretarial skills and must be familiar with a variety of standard concepts, practices and procedures.

Ability to:

- Demonstrate good public relations skills, communication abilities, and professional demeanor.
- Use of a multi-line telephone, hands-on computer experience and excellent writing skills.
- Ability to read and interpret documents such as statutes, rules, and judicial decisions.
- Ability to draft legal documents, such as briefs, pleadings, motions, and any discovery.
- Ability to communicate effectively with the public and persons in the legal system.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized
- This is a sedentary position.
• While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.


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.