OFFICE OF THE COUNTY ATTORNEY
1110 WASHINGTON STREET, SUITE 301
P. O. BOX 420268
LAREDO, TEXAS 78042-0268

NOTICE OF VACANCY

JOB TITLE: LEGAL ASSISTANT

JOB SUMMARY:

- Perform general office duties including typing, data entries, opening case files and preparing the necessary paperwork for court hearings on juvenile cases such as petitions, summonses, subpoenas, motions, and proposed orders for filing at the Webb County Clerk's Office
- Make appointments for interviews with attorneys and/or case witnesses
- Work directly with Webb County Juvenile Department personnel, juvenile court coordinators and clerks
- Learn to work with AS 400 System
- Work under the supervision of the Juvenile Division Assistant County Attorney/Supervisor, an Assistant County Attorney assigned to the prosecution of juvenile cases and the Juvenile Case Administrator
- May be cross-trained to perform other functions of this office

QUALIFICATIONS:

- Must be a High School Graduate or have a GED Certificate
- Must have one to two years in clerical/office environment
- Must have the ability to deal effectively and courteously with co-workers and the public
- Must be proficient in the English language both oral and written
- Must be able to fluently speak and understand Spanish
- Good working skills and knowledge of the following computer software: Microsoft Word and Microsoft excel
- Must be able to type at least 55 wpm (a typing test will be administered)
- Must possess strong writing and verbal skills
- Must have excellent organizational skills

SALARY: the position pays from $11.00 to $13 .00 an hour depending upon experience

CLOSING DATE: Until Position is filled

Applications are available at the Administrative Services Office
1110 Washington St. –Suite 204
Laredo, TX. 78040
Or On-line at: www.webbcountytx.gov/Employment
Webb County is an EEO Employer