

Legal Assistant | Public Defender Division - Jourdanton/Floresville

TRLA has an opening for a Legal Assistant with placement in Jourdanton and/or Floresville, Texas to work with the public defender program in Atascosa, Wilson, Frio and Karnes Counties. The primary duties and activities of a Legal Assistant include the following:

LEGAL ASSISTANT

Duties of the legal assistant include, but are not limited to, the following, some of which tasks may be assigned to one or more legal assistants within an office:

- Type, file and handle all clerical office matters for assigned casehandlers;
- Maintain client files and applications;
- Complete assigned work on case files within the required time frame;
- Make copies of documents as requested;
- Create files for all new cases;
- Notarize documents;
- Maintain office law library;
- Communicate with clients and other lawyers as requested;
- Coordinate schedules and maintain case requirements calendar of casehandlers, as requested;
- Prepare standard pleadings for review by attorneys;
- Set hearings, depositions and other appointments with clients and other attorneys as requested;
- Compose routine correspondence;
- Obtain information from client database and provide preliminary check on conflicts of interest;
- Make appropriate disposition of applications as instructed by assigned attorney;
- Answer incoming calls and take messages for staff;
- Handle incoming and outgoing mail, ensuring that all income mail is distributed to the appropriate parties and that outgoing correspondence is prepared in time and is placed in the appropriate location for mailing;

- Assist in overflow work to ensure smooth office operations;
- Maintain office equipment by replenishing toner in copiers and printers when necessary and refilling copier and printer paper trays as needed; and respond to equipment breakdowns, distracting office conditions and other office conditions requiring management attention;
- Maintain office supply inventory and requisitions supplies and office equipment when necessary;
- Maintain trust accounts according to standard accounting procedures, including typing of trust account checks or receipts or reporting, whichever is assigned by the branch manager;
- Orient new employees on office procedures, policy, and any subsequent changes;
- Coordinate case management while staff are on leave;
- Coordinate case-related travel arrangements;
- Provide translation and interpretation services as needed; and
- All other secretarial duties as may be requested by the immediate supervisor.
- Some travel within our service area may be required.

Qualifications

- Type minimum of 45 words per minute;
- Experience with word processing
- Preference given to persons with high school degree or equivalent;
- Minimum of two years secretarial experience; and
- Bilingual in English and Spanish

Experience working in a legal office or with indigent client populations preferred.

SALARY: \$28,265 - \$38,050, commensurate with experience, plus an excellent fringe benefits package.

APPLY NOW

<https://trla.wufoo.com/forms/x1o9s0kb1kl4dby/>