

Available: 4/7/2025

Position/Title: Legal Assistant, Hill Country Regional Public Defender

Pay Grade: \$44,000 to \$46,000 depending on experience

The Hill County Regional Public Defender Office (HCRPDO) is seeking to hire a Legal Assistant, to be located at the primary office in Boerne, Texas. The HCRPDO represents individuals who are not financially able to hire legal counsel to represent them in criminal cases in Kerr, Gillespie, Kendall, Bandera, and Medina Counties. Compensation includes an annual salary of \$44,000 to \$46,000, based upon experience, plus benefits of employment with Medina County including health care and retirement.

This position provides attorneys with a full range of administrative support services and assists in the daily operation of the Public Defender Office.

ESSENTIAL JOB DUTIES:

- 1) Keeps cases organized by establishing and organizing files, monitoring and updating calendars, meeting deadlines, documenting actions, inputting information into file database and case management software, and confirming case status with attorney.
- 2) Helps develop cases by maintaining contact with people involved in the case, scheduling interviews, in drafting and filing documents, and generating status reports.
- 3) Keeps clients informed by maintaining contact and communicating case progress.
- 4) Supports case preparation by preparing case summaries and materials for hearings; monitoring and obtaining discovery responses; and organizing materials for team case review.
- 5) Enhances trial proceedings by scheduling witnesses, ensuring that witnesses are ready when needed.
- 6) Updates job knowledge by participating in educational opportunities and reading professional publications.
- 7) Accomplishes organizational goals by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments.
- 8) Any other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- 1) Basic knowledge of court procedures
- 2) Knowledge of modern office practices and procedures
- 3) Skill in utilizing computer and associated software
- 4) Ability to understand legal terminology
- 5) Ability to become a Notary Public in the State of Texas
- 6) Ability to communicate effectively
- 7) Ability to perform physical requirements of the position
- 8) Ability to perform customer service and exercise patience with sometimes difficult clients
- 9) Ability to establish and maintain effective working relationships with co-workers, supervisors, outside agencies and clients

EDUCATION AND EXPERIENCE:

- 1) High school diploma or GED equivalent, associate's or bachelor's degree or paralegal certification preferred.
- 2) Two (2) years of experience in administrative, office, or court support.