



MARK P. HABY

Medina County Criminal District Attorney's Office

JOB DESCRIPTION

POSITION: Legal Assistant
SALARY: \$46,400 plus excellent benefits through Medina County
LOCATION: Medina Criminal Attorney's Office
1403 Avenue N, Hondo, Texas

POSITION TO START WHEN FILLED

IDEAL CANDIATE:

Previous experience as a legal assistant in a law enforcement setting as well as experience with CJIS. Detail oriented, able to exercise good judgment, able to work independently and cooperatively in a team environment. As well as being able to prioritize time sensitive filings/tasks. Previous experience with the preparation of criminal legal documents as well as civil related to criminal documents such as of motions, orders, judgments, and protective orders. Bilingual would be preferred but not a requirement. Previous experience with the Texas E-File system, and able to pass a background check.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs administrative and office support on multiple levels for the Criminal District Attorney's Office. Duties include general clerical, receptionist, project-based work, and attending court in proper court attire when required. Typing at a minimum rate of 35 WPM, computer literate, proficient in Word, Excel and Outlook, exercise good phone etiquette, must be good with the public, be able to project and carry oneself in a professional manner in-person and through telephone interaction.

- Answer phones and assist callers with requests – answering questions for attorneys and defendants, gather information requested.
- Answering and greeting the public at the front door when needed.
- Receive faxes, distribute them to appropriate staff or reply to faxes that need answering.

- Take messages and distribute the message via phone/email to the appropriate personnel.
- Scan and merge documents into cases in Department software.
- Process and Prepare Motions to Revoke, Motions to Adjudicate and Orders for all violations of probation on felony cases, Probation Judgments and e-file.
- Process all paperwork on Bond Forfeiture cases by filing NISI, calendar and meticulously track time sensitive response deadlines on said cases.
- Responsible for collection of fines and fees from Bond Companies on bond forfeitures and log.
- Prepare and assemble Expunction paperwork for Prosecutor review and destruction as needed.
- Receive, date stamp, and distribute daily incoming mail for the office.
- Assist with pre-court preparation after receiving Docket from the court coordinator, check off, add paperwork to files going to court when necessary.
- Assemble civil court cases for docket – Expunction cases, Bond Forfeiture cases and Writs of Habeas Corpus.
- Assist with post court preparation by scanning court documents into the case file and preparing the necessary documents.
- In charge of CJIS compliance for the department, by pulling open arrest reports, five year county completeness reports, working on other department open arrest reports, send agencies notifications, complete CJIS on cases after each monthly grand jury, check monthly on old cases that CJIS has not been completed and making entries into CJIS on felony and misdemeanor cases. Departmental audit twice annually.
- In charge of E-filing all documents with the Court.
- After each court date- prepares Deferred Adjudication, Straight Probation time sensitive Judgments and e-file for Judge's signature and filing with District Clerk.
- Assists on special projects as needed.
- Go to the storage room to search for and pull old files when needed.
- Meticulous processing of Protective Order paperwork for prosecution and e-filing with the appropriate court. Calendaring court dates for prosecutors, follow through on status of citation service.

To apply: Applications will be accepted at the Medina County Human Resource office between the hours of 8:00 to 5:00 Monday through Friday. County application forms must be used; applicants are also encouraged to attach a cover letter and resume along with their applications. If you wish to submit electronically, please email to completed forms to olga.covarrubias@medinatx.org. Forms or additional information can be obtained via the internet at www.medinacountytexas.org or by contacting:

Medina County Human Resource office
 1300 Avenue M, Room 130
 Hondo, TX 78861
 (830) 741-6111 phone

Specific questions regarding this position may be directed to Vicki Springer at:
vicki.springer@medinatx.org