

## HAYS COUNTY JOB DESCRIPTION

Job Code: 0272  
Grade: 108  
FLSA: Nonexempt  
Security Sensitive

Prepared by: Human Resources/C.D.A.  
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### **Administrative Assistant II – Legal Assistant**

**Essential Functions**, as defined under the Americans with Disabilities Act, include the responsibilities, knowledge, skills, and other characteristics listed below. This list of responsibilities is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Summary**

Under general supervision, the Administrative Assistant II performs a variety of administrative and clerical support functions for the District Attorney or Assistant District Attorney to whom assigned. This position affects the accuracy, reliability, and acceptability of further processes and services.

#### **Responsibilities**

- Performs general clerical duties including answering the telephone, filing, and typing correspondence.
- Assists the general public via telephone or in person with information pertaining to various legal issues and questions.
- Establishes and manages filing system.
- Prepares and drafts orders, motions, judgments, petitions, and other legal documents.
- Assures the services delivered meet quality and timeliness standards.
- Manages caseload from intake to closing with accuracy.
- Processes computerized information records systems with attention to detail and accuracy.
- Prepares criminal history rap sheet reports on the TLETS system and follows all laws and regulations required.
- Manages money orders and checks received in payment for discovery, including preparing receipts and accounting reports according to mandatory county policies.
- Manages evidence, including but not limited to, photographs, video and audio tapes, and other physical item in the custody of the District Attorney for evidentiary purposes.
- Bilingual Assistants translate communications to Defendant's regarding their case status and the legal documents to be filed.
- Performs other duties as assigned.

#### **Knowledge Required**

- Exceptional knowledge of Hays County regulations, ordinances, policies, and procedures.
- Knowledge of basic arithmetic and algebra including add, subtract, multiply, divide, interest, decimals, and percents.
- Knowledge of the principles and practices of Texas Rules of Civil Procedure, Code of Criminal Procedure, Penal Code, Rules of Court, Family Code, and local rules.
- General knowledge of basic legal terminology.
- General knowledge of basic hardware and software and uses of a variety of different computer operating systems, including but not limited to Microsoft and TSG (The Software Group) programs Word, Access, Excel, and TSG packages.
- General knowledge of modern business office practices and procedures.
- Knowledge of the TLETS rap sheet report rules and regulations, including the operation of the equipment and software required.

### **Required Skill**

- Exceptional skill in the preparation and drafting of a variety of legal documents and correspondence using prescribed format and conforming to all rules.
- Exceptional skill in establishing and maintaining effective working relationships with co-workers, court personnel, Judges, attorneys, law enforcement officials and the general public.
- Exceptional skill in reception, telephone etiquette, and public relations, including management of problematical emotional individuals
- Exceptional skill in timely documenting, reading, understanding, and maintaining legal documents according to the Texas rules and codes of procedure.
- General skill in operating standard office equipment, such as personal computers, calculators, and telephones.
- Exceptional organizational skills.
- General skill in expressing oneself clearly and concisely, both orally and in writing.

### **Education and/or Experience**

- High School Diploma or equivalent required.
- Completion of legal secretary program or equivalent or two or more years of college preferred.
- Two years experience in the legal profession preferred serving as a legal secretary, paralegal, or a related position or any equivalent combination of experience and training.

### **Other Qualifications, Certificates, Licenses, Registrations**

- Class C driver's license.
- Bilingual preferred (Spanish and English).
- Attend and successfully complete TLETS training.
- Clear Criminal History required.

### **Supervision**

- A supervisor provides training. This position plans and carries out assignments in accordance with instructions, policies, or accepted practices. The District Attorney assists this position with deviations, problems, and unfamiliar situations.

### **Guidelines**

The Administrative Assistant II must use judgment in locating and selecting the proper policies, precedence, and procedures for application to specific situations or problems. The Administrative Assistant II must have a strong work ethic. This employee must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude. Confidentiality for all matters concerning the District Attorney's office is MANDATORY.

### **Emotional Demands**

This position must obtain, clarify or give facts to court personnel, clerks, Judges and members of the outside public. The Administrative Assistant II meets with contacts in a structured setting at Hays County facilities. The employee must handle an elevated stress level of dealing with some argumentative or emotional contacts.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to:

- Use of his/her hands and fingers to handle or feel.
- Reach with hands and arms.
- Talk.
- Hear.
- Occasionally stand, walk, kneel, or stoop.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

**Work Environment**

While performing the duties of this job, the employee regularly works in a regular office setting. The work involves everyday risks or discomforts requiring normal safety precautions typical of offices and meeting rooms. The work area is adequately lighted, heated, and ventilated.

**Acknowledgement**

I agree that I am able to satisfactorily perform the essential duties listed above with or without an accommodation. I understand the satisfactory performance of the essential duties in this job description is a condition of my employment. I agree to follow the instructions of my supervisor within the constraints of the law and will perform additional duties to the best of my ability when instructed to do so.

I acknowledge the receipt of the current Hays County Personnel Policy Manual, which outlines my privileges and obligations as an employee. I acknowledge that the provisions of the Personnel Policy are terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the information in the manual. It is understood that any changes to this policy will be communicated to me in writing. I agree to return the manual to my supervisor if I leave the employ of Hays County.

I further understand that my employment is terminable at will so that both Hays County and its employees remain free to choose to end the employment relationship at any time for any reason or no reason.

I fully understand that I may be granted compensation time in lieu of payment of overtime to the extent provided by law.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

List any and all accommodations that are needed to satisfactorily perform the essential functions of this position:

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