

# WICHITA COUNTY

## Job Announcement



Job Posting: 2021-039

**POSITION:** Staff Secretary (Grant Position)

**LOCATION:** Wichita County Courthouse Annex  
600 Scott Street, Suite 204  
Wichita Falls, TX 76301

**SUPERVISOR:** Wichita County Chief Public Defender

**HOURS:** 8:00 a.m. – 5:00 p.m., Monday – Friday  
(Occasional overtime may be required)

**SALARY:** \$2,500.00-\$2,666.00 monthly  
(Depending upon Qualifications) + Wichita County benefits.

**POSTING DATE:** November 24, 2021

**CLOSING DATE:** December 08, 2021 or Open until filled

### ► JOB SUMMARY:

Work involves general secretarial duties in addition to duties specific to a criminal law practice. The staff secretary assists the attorneys in the preparation and filing of legal documents and will be supervised by the senior assistant public defender who is responsible for the *Community Supervision and Pretrial Diversion Grant Program*. The day-to-day duties include, but are not limited to, typing documents, filing documents, interaction with courts, county departments, other government agencies, non-profit entities, as well as contact with clients and their families.

### ► ESSENTIAL DUTIES:

- Types motions, orders, subpoenas, correspondence, personal bonds and any other documents appropriate to a criminal cases, pretrial diversion and community supervision matters.
- Prepares and maintains all forms and documents pertaining to criminal cases and within the scope of the grant.
- Files documents in appropriate courts and other offices and retrieves documents from the same.
- Transcribes tapes of interviews with witnesses and others as assigned by investigators and attorneys.

- Responsible for covering the duties of other staff as needed.
- Reviews, approves, and maintains office documents.
- Approves orders and maintains office supplies.
- Performs all other duties as assigned.

► **MINIMUM QUALIFICATIONS:**

- Must be at least eighteen (18) years of age.
- Must have a high school diploma or GED equivalent.
- Previous secretarial or comparable experience is strongly preferred.
- Previous experience in a law office and/or general knowledge of civil and criminal law is desired.
- Must have experience in computer operations and be proficient in the use of Microsoft Word.
- Must be proficient in the use of various types of office equipment such as copiers and fax machines.
- Must have knowledge of business English, grammar, spelling, punctuation and proofreading.
- Must have good basic math skills.
- Must be skilled in coordinating all office procedures related to the preparation of documents related to the defense of a criminal case.
- Must be skilled in dealing with clients and the general public in a professional manner.
- Must be skilled in establishing and maintaining effective professional relationships with colleagues and employees of other departments.
- Must have the ability to accurately type at least sixty (60) words per minute.
- Must have the ability to accurately document work performed.
- Must have the ability to maintain client privacy and confidentiality.
- Must have the ability to effectively deal with dissatisfied clients and others in a professional manner.
- Must have the ability to handle stressful situations in a professional manner.
- Must be able to pass a pre-employment physical exam and drug test paid by Wichita County.

► **CONDITIONS OF EMPLOYMENT:**

- Must deal extensively with the public and legal community.
- Performs repetitive tasks daily.
- Must be able to occasionally lift and move loads weighing up to thirty (30) pounds.
- The Public Defender’s Office is a non-smoking environment.

► **APPLY TO:**

**Wichita County Human Resources Office**  
**900 7<sup>th</sup> Street, Room 130**  
**Wichita Falls, Texas 76301**  
**(940) 766-8108**

**-or-**

**James Rasmussen, Chief Public Defender**  
**600 Scott Street, Room 204**  
**Wichita Falls, TX 76301**  
**(940) 766-8199**

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD 1-800-735-2989, VOICE 1-800-735-2988. For candidates requesting Braille, Mobility requests, etc., please call 940.766.8108. HR/ADA Compliance Office, Room 133, Wichita County Courthouse, 900 7<sup>th</sup> Street, Wichita Falls, Texas 76301.