



38th Judicial District Attorney
Medina, Real and Uvalde Counties

Employment Opportunity Posting

POSITION: Administrative Assistant

SALARY: \$25,022.00 plus benefits

LOCATION: 38th Judicial District Attorney's Office
Courthouse Square, Box 5
Uvalde, Texas 78801

ADMINISTRATIVE ASSISTANT

The Office of the District Attorney, 38TH Judicial District, has an opening for an administrative assistant to perform administrative and office support on multiple levels for the District Attorney's Office. Duties include general clerical, receptionist, project based work, assisting prosecutors, investigators and office manager, and attending court in proper court attire when required. We are looking for a highly self-motivated hardworking administrative assistant with a friendly disposition. Salary is \$25,022.00, plus benefits provided through Uvalde County. Must be willing to submit to a criminal history check and sign a confidentiality agreement.

GENERAL RESPONSIBILITIES:

- General clerical and administrative duties such as answering the telephones and assisting the public and court personnel with inquiries.
- Assist the office manager in the processing of all correspondence, telephone and email messages and the circulation of that correspondence to the appropriate prosecutor or investigator.
- Preparing and assembling cases for monthly criminal pretrial dockets.
- Attend court, assist prosecutors and investigators in court, prepare plea paperwork and judgments.
- Receive and process all new felony cases received from law enforcement agencies into the DA filing system.
- Prepare all criminal motions and trial paperwork to be submitted to the clerk, opposing counsel and court.
- Prepare all files for indicted felony cases.
- Daily scanning and filing of all paperwork.
- Prepare civil petitions and calendar all court requirements and deadlines for that litigation.

REQUIREMENTS:

Bachelor's degree preferred, but not required; high school diploma/GED; Spanish speaking required. Must be able to type a minimum of 35 WPM, computer literate, proficient in Word, Excel and Outlook, have a pleasant and professional phone etiquette, able to handle multiple tasks at once and be able to project and carry oneself in a professional manner through in-person and telephone contact. Must be self-motivated and able to work independently and closely with others in a small structured environment. Must be able to complete projects and tasks in a timely and accurate manner. Must reside in Uvalde County, Texas. Travel within the 38th Judicial District is required at times. Applicant must possess a valid Texas Driver's license and have no moving traffic violations for the preceding three years. Applicant must be able to pass a criminal history check and be willing to sign a confidentiality agreement.

Send resume to:

Dominque Garza, Office Manager, 38th Judicial District Attorney
Email: dominique.garza@38thda.org