

ATASCOSA AREA ADVOCATES
REGIONAL PUBLIC DEFENDER'S OFFICE
Seeking Legal Assistants

Legal Assistants

Salary: \$39,000, plus benefits including health insurance and retirement.

Atascosa, Wilson, Karnes and Frio Counties (Four Counties of the 81st-218th Judicial District)

Deadline: Until filled. Please submit resume and cover letter email to the Office Manager Shannon Smith at ssmith@co.atascosa.tx.us; or drop off at the Atascosa Area Advocates office at 1501 Campbell Ave, Jourdanton, TX 78026.

Job Summary:

Newly created Atascosa Area Advocates, a Regional Public Defender's Office serving the Counties of Atascosa, Frio, Karnes, and Wilson, located near San Antonio, Texas, is seeking Legal Assistants. Legal Assistants will assist the Office Manager and attorneys who represent those individuals who have been accused of crimes and who have been found eligible to have counsel appointed to represent them. This office provides quality legal defense to indigent individuals charged with misdemeanor, juvenile, and felony criminal offenses.

The Legal Assistants will compose and type legal documents and correspondence and review work product for completeness and accuracy by proofreading. The position also requires answering phones and responding to client inquiries in a timely manner and assisting attorneys with preparing trial binders and other materials needed for court. Additional responsibilities include documenting all actions taken in the office's case management system and assisting the Office Manager in ensuring the system is up-to-date. Legal Assistants act cooperatively as part of a team and act as back-up for one another and for the Office Manager.

This is an exciting opportunity to be on the ground floor of a holistic, client-centered regional public defender's office and to make a difference in clients' lives and in the criminal justice system as a whole. The office will be hiring a team of approximately 14 felony and misdemeanor Assistant Public Defenders to work together as energetic and enthusiastic advocates for indigent defendants. Atascosa, Wilson, Karnes and Frio Counties provide an idyllic rural lifestyle, kind-hearted residents, excellent schools, and amenities within a short drive. We are ideally located in South Central Texas. Our region is adjacent to San Antonio, and is a short drive from Austin, Houston and beaches along the Gulf Coast.

Minimum Qualifications:

- High school diploma or GED. College degree preferred.
- At least one year of experience as an administrative assistant or in a similar role. Experience as a legal assistant preferred.

- Valid Texas driver's license and reliable transportation.