



Karnes County Job Description

Karnes County Legal Assistant

Department	Karnes County Attorney's Office	FLSA Status	Non- Exempt
Reports To	Karnes County Attorney	EEO Classification	
Salary	\$47,000 annually, plus benefits (salary based on experience) This is a grant funded position		

Position Summary

The purpose of this position is to provide a high level of support in preparing evidence and documents for trial, performing legal research, and providing administrative and technical support to the department.

Working Conditions

The work environment and physical demands described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in a standard office environment; position requires prolonged periods of sitting, keyboarding, and viewing a computer screen; ability to occasionally lift and/or move up to 25 pounds; regular interaction with the public.

Emotional Demands: This position may experience moderate to high levels of stress due to, but not limited to, meeting strict deadlines and dealing with potentially combative or emotional contacts.

ESSENTIAL FUNCTIONS

Job Function

The legal assistant provides assistance in organizing and producing case-related material for required disclosure, court presentation and management. Performs a variety of administrative and clerical support functions for the County Attorney's Office. Manages case preparation including but not limited to witness lists and witness coordination, exhibit lists and coordination, bates numbering and logging, pretrial motions and orders. Manages evidence, including but not limited to, photographs, video and audio tapes and any other physical item in the custody of the County Attorney for evidentiary or Open Records purposes. Performs general clerical duties including answering the telephone, filing, typing correspondence, etc. Assists the general public via telephone or in person with information pertaining to various legal issues/questions.

Establishes and manages computerized and/or paper filing system.



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This list of responsibilities is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by this position. Other duties may be assigned.

QUALIFICATIONS

Education	Experience	License & Certification	Testing	Other
<ul style="list-style-type: none">• High school diploma or equivalent	<ul style="list-style-type: none">• One year experience in the legal field preferred	<ul style="list-style-type: none">• Valid Texas Driver License	<ul style="list-style-type: none">• Drug Test	<ul style="list-style-type: none">• Word• Excel• PowerPoint• E-mail• Internet• Phone• Fax• Office Equipment

Special (Additional) Notes

- Must be able to pass a thorough background investigation conducted by Karnes County.
- Karnes County currently provides 100% medical plan cost coverage for full-time employees. Qualified employees receive \$50,000 of life insurance at no cost. County employees receive retirement benefits through the Texas County & District Retirement System. In addition, Karnes County will observe paid holidays. Eligible employees will receive PTO and vacation. All benefits are held until a 90-day probation period is complete.

Please complete the Karnes County Employment Application located at [Employment Application.pdf \(karnes.tx.us\).](http://Employment Application.pdf (karnes.tx.us).)

A Karnes County application, a cover letter and resume can be emailed to jennifer.tapia@co.karnes.tx.us or mailed to Jennifer R. Tapia, County Attorney of Karnes County 101 N. Panna Maria, Suite 302, Karnes City, Texas 78118

Position will be posted until it is filled.