

Job Notice

The Lavaca County Attorney's Office is seeking a Legal Assistant to join our team. This is a small office environment where cross-training is essential, and every staff member must be able to perform a variety of duties.

Primary Responsibilities

- Manage all aspects of misdemeanor prosecutions, including receiving and maintaining law enforcement reports and creating case files.
- Enter cases into the LGS case management system.
- Prepare paperwork for County Court dockets and coordinate hearings and jury trials with the County Judge and County Clerk.
- Retrieve and maintain criminal history information from TCIC/NCIC and update records in the County Attorney's database.
- Forward required information to the Texas Department of Public Safety and probation departments.
- Prepare motions (adjudicate/revoke, dismissals) and pretrial diversion packets.
- Assist prosecutors with trial preparation and manage the office's hot check program.
- Regularly interact with attorneys, courts, law enforcement, and the public, including handling sensitive or challenging situations with professionalism.

Work Environment

- Standard schedule is 40 hours per week; however, deadlines and court schedules may occasionally require evening or weekend work.
- Discretion and confidentiality are critical due to the handling of sensitive and protected information.
- Applicants must be able to maintain composure when dealing with frustrated individuals or difficult situations.

Qualifications

- High school diploma or equivalent, with related clerical training and/or experience.
- Strong communication and interpersonal skills with the ability to work effectively with officials, citizens, and suspected offenders.
- Solid background in accounting/bookkeeping.
- Proficiency with Microsoft Word, WordPerfect, Access, Excel, Accurint, and Quicken.
- Knowledge of standard office practices and procedures.
- Must be bondable and have no criminal history (required for access to TCIC and DPS records).

Compensation

- Salary: \$45,000-\$49,000 (commensurate with experience).
- Includes longevity pay and time accrual beyond 40 hours per week.