



**ATASCOSA AREA PUBLIC DEFENDER'S OFFICE
(AAAPDO)
LEGAL ASSISTANT**

POSITION SUMMARY: The Atascosa Area Advocates Public Defender's Office (AAAPDO), serving the Counties of Atascosa, Frio, Karnes, and Wilson, is seeking Legal Assistant. The AAAPDO provides quality legal defense to indigent individuals charged with misdemeanor, juvenile, and felony criminal offenses. The Legal Assistant 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 legal counsel appointed to represent them.

Compensation: \$43,000 annually

Applications Close: August 28, 2026 or until filled

Submit the Atascosa County employment application, resume and cover letter by email to the Office Manager, Shannon Smith at ssmith@co.atascosa.tx.us; or hand deliver to the Atascosa Area Advocates Public Defender's Office at 607 W. Oaklawn, Pleasanton, TX 78064.

ESSENTIAL FUNCTIONS:

- The Legal Assistant is responsible for drafting legal correspondence
- Entering court dates and maintaining attorneys' calendars within the office case management system
- Contacting clients to remind them about upcoming court dates
- Uploading discovery
- Entering office visits on the conference room schedule.
- Answering phones and returning calls in a timely manner, as well as documenting all actions taken in each individual case.
- Legal Assistants act cooperatively as part of a team and act as back up for each other and the Office Manager.
- Occasional travel required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the basics in legal and justice court processes and procedures preferred
- Ability to provide customer service with tact, courtesy and discretion with disruptive customers.
- Ability to use computer for data entry and accounting purposes.
- Basic knowledge of Microsoft office products such as Excel, Word and Outlook; knowledge of computer software.
- Ability to effectively communicate verbally and in writing.
- Ability to make decisions in accordance with policies and procedures.
- Ability to effectively interact with staff and other departments.
- Ability to operate a 10-key calculator.

QUALIFICATIONS:

- Associates degree preferred
- At least one year of related experience.
- Experience with computers, Microsoft Word and other office equipment.
- Bi-lingual preferred.
- Hold a valid drivers license and have reliable transportation.
- Ability to pass pre-employment physical and drug & alcohol screening

WORKING CONDITIONS:

Position is located in an office environment with little or no exposure to environmental conditions. Health and safety hazards are minimal. No protective equipment is required. Fine dexterity, hearing, talking and vision are constantly required. Frequently sitting, reaching, handling, pushing and pulling are required. Occasional standing, walking, lifting, carrying, kneeling, and bending are required.