



COUNTY OF ATASCOSA

COUNTY ATTORNEY'S OFFICE

PARALEGAL – LEGAL SECRETARY

CLASSIFICATION: FLSA-This position is a full-time, salary non-exempt (40 hours per work period).

PAY RANGE: Up to \$75,000.00 annual base salary depending on qualifications and experience, plus county benefits and retirement. **The position is available until filled.**

DESCRIPTION OF POSITION:

ESSENTIAL DUTIES / FUNCTIONS:

Essential duties/functions, under the supervision of the County Attorney, may include but are not limited to the following:

Provides administrative, clerical, and legal support to the County Attorney's Office by assisting with the processing of public information act requests, civil and criminal legal document preparation, civil and criminal case file maintenance, records management, legal research, drafting legal documents and pleadings. This position is responsible for filing court documents, maintaining accurate case records, communicating with county departments regarding records necessary for processing public information act requests, email communications, assists the County Attorney with scheduling and preparation of materials for meetings and trainings. May be required to accompany the County Attorney to meetings with other county departments or elected officials. In addition, this position supports the County Attorney directly with drafting commissioners' court and county government related regulations, resolutions and orders. The position supports the daily operations of the County Attorney's Office by organizing and maintaining confidential legal records, assisting with administrative and case-related tasks, and ensuring documents and files are accurate, complete, and readily accessible. Requires strong organizational skills, attention to detail, and the ability to handle sensitive information while maintaining confidentiality. Assist with calendaring pending matters, general administrative matters, and other duties as assigned.

Minimum Qualifications:

Associate or bachelor's degree in legal studies, or a post-degree certificate (NALA Certified Paralegal, NFPA Registered Paralegal, or TBLS Paralegal Certification) or Prior experience in the legal field may be considered in lieu of degree/certification.

Proficiency in Microsoft Office 365, including Word, Outlook, and Excel, Adobe, Lexis Nexis, and legal research process.

Must have a valid driver's license, pass a background check and be able to be CJIS certified for access to criminal justice information.

Must become proficient in the use of software used by the office for trial preparation and recordkeeping.

Strong organizational skills with the ability to manage multiple priorities and maintain attention to detail.

Ability to maintain confidentiality when handling sensitive legal records and information.

Preferred Qualifications:

Experience with government law in Texas

Experience in civil litigation

Experience with Public Information Act

WORKING CONDITIONS and SCHEDULES (ESSENTIAL FUNCTIONS):

County facilities, including vehicles, are smoke-free and alcohol-free working environments. Location of this position is in the Atascosa County Annex which consists of a normal office environment with heat and air conditioning with an assigned office but in a multi-person work area.

The position requires daily and prolonged repetitive motor movements, such as but not limited to computer data entry and use of office equipment. The position also requires prolonged periods of sitting and standing. Regularly required stooping/bending and moving/lifting/pulling storage files and boxes. There will also be performance of light physical and intellectually stressful work in an office and/or courtroom environment in a mainly sedentary position.

Normal work schedule is Monday through Friday, eight (8) hours per day, 40 hours per week. Duty hours will be generally 8:00 a.m. to 5:00 p.m. with an hour for lunch. Regular inperson work attendance is essential. Occasional remote work may be available upon approval in advance by the County Attorney. Employee must have regular attendance and arrive to work on time, prepared to perform assigned duties and work assigned schedule. Employees may be required to record their work hours properly and to submit time records promptly to their supervisor. Will be required to attend job related seminars, conferences, and/or training. Attendance could require out of town travel with/without overnight stay.

Must follow and comply with County Attorney's Office Policy and Procedures as well as applicable Atascosa County Personnel Handbook Policy and Procedures for all county employees.

APPLICATION INFORMATION

No resume will be accepted in lieu of an application form. Applications can be downloaded from the Atascosa County "Employment Opportunities" link select View Application at:

<https://co.atascosa.tx.us/wp-content/uploads/2026/03/Employment-Application.pdf>

Please Return your completed application, resume and letter of interest to:

Email: molly.solis@acao-tx.org

Atascosa County is an Equal Opportunity Employer. A background check will be required of selected applicant. New or rehired potential employees will be required to provide documentary proof of their eligibility for employment.

I have read and understand the essential duties / functions; skills, knowledge, and abilities; minimum requirements; and working conditions and schedule of this position.

Signature	Date
Printed Name	

