

Part-time Position (20 Hours per week)
Administrative Assistant to County Attorney

Resumes accepted until June 30, 2022 at the Kenedy County Attorney Office, 151
N. Mallory Street, 2nd Floor, Sarita, Texas 78385 or by Email:
allison.strauss@co.kenedy.tx.us

General Statement of Job- Assistant to County Attorney

Under general supervision, prepares prosecution plans and strategies in support of activities associated with the County Attorney's Office. Work involves investigation and preparation of documents pertaining to misdemeanor cases to be prosecuted in County and Justice Court.

Specific Duties and Responsibilities, Essential Job Functions

Investigates misdemeanor cases to assist in preparation of prosecution plans and strategies; reviews case files, obtains and reviews criminal histories of suspects and other parties, and confers with prosecutor to advise of availability and quality of evidence to support prosecution of individual suspects. Processes reports to file complaint and information for filing with County Clerk. Data input and routine report status for CJIS records with Texas Department of Public Safety. Review and process disposition requests for Federal Bureau of Investigation.

Coordinates preparations for witnesses to testify on behalf of prosecution, advising witnesses of courtroom procedures and terminology.

Attends court and assists prosecutor; serves as liaison between County Attorney's Office and law enforcement agencies, adult and juvenile community supervision and courts.

Victim assistance coordinator, assist with gathering information for protective orders to be filed in Kenedy County and referral of victims to proper agencies when need arises. Reports to TDCJ monthly.

Performs other related work as required: Collects and processes mail and postal correspondence. Researches laws as the need arises. Corresponds with defense attorney.

Knowledge, Skills and Abilities

Has considerable knowledge of modern criminal investigative practices and procedures. Has considerable knowledge of the policies, procedures, structure and organization of the County Attorney's Office. Knowledge of federal, state, and local laws relative to criminal investigation and prosecution of misdemeanors cases. Has general knowledge of the geographic layout and socioeconomic characteristics of the County. Is able to use common office machines and programs including file maintenance programs and CJIS. Is able to exercise sound judgment in emergency and routine situations and to adopt a quick, effective and reasonable courses of action. Is able to make observation and remember names, faces and various details. Is able to exercise considerable judgment and discretion in obtaining and analyzing facts and interpreting the law to specific cases. Is able to prepare necessary documents for trial. Is able to exercise tact, courtesy and firmness in frequent contact with suspects, witnesses, court and law enforcement officials and the general public. Is able to establish and maintain effective working relationships as necessitated by work assignment.