

EMPLOYMENT NOTICE

JOB TITLE: JR CRIMINAL ASSISTANT
DEPARTMENT: COUNTY ATTORNEY'S OFFICE
LOCATION: BURNET COUNTY COURTHOUSE
SALARY: GROUP 58 (\$13.47 - \$17.57)

GENERAL STATEMENT OF DUTIES:

This position is a non-exempt position that oversees, with supervision of the elected official, certain cases presented to the office. Filing, document processing, and/or record keeping, and preparation and presentation of accounting reports are necessary to fulfill this position. Additionally, this person shall assist in the daily operations of the office and more specifically in the criminal area of the office. Responsible for receiving incoming telephone calls or walk-ins and directing people to the appropriate staff and taking payments from defendants. Position entails assisting other office personnel such as the Attorneys and other clerks. Court room presence is required as well as the preparation of legal documents as supervised by an attorney.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

This position requires a person with unquestionable integrity, tact, discretion and self-motivation. The ability to establish and maintain effective working relationships with others within the office, other departments, and those who have need of the services of the office is essential. An excellent working knowledge of and ability to apply general office skills, office etiquette and respect for others along with the ability to organize multiple tasks and utilize time effectively must be fundamental. Excellent communication skills are crucial. Applicant must be proficient in use of computers and software and must be a high school graduate or its equivalent. Public relations skills are a plus.

CERTIFICATE AND LICENSE REQUIREMENTS:

Required to be bondable and have a valid Texas driver's license.

EQUAL EMPLOYMENT OPPORTUNITY:

Burnet County complies with all State and Federal laws re: non-discrimination against any person in job structuring, recruitment, examinations, election, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based upon race, age, religion, color, disability, national origin, sex, political affiliation or belief, genetics, or any other non-merit factor. Personnel decisions shall be made on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, experience, and ability to perform specific jobs.

APPLICATIONS:

Each applicant is required to submit an application for employment with pertinent information regarding training and experience. Application forms may be obtained at website www.burnetcountytexas.org or between the hours of 8:00 a.m. and 5:00 p.m. from the Human Resource Office, Burnet County Annex on the Square, 133 E. Jackson, Room 103, or at the Burnet County Courthouse, 220 S. Pierce Street. Completed applications will be accepted in the Human Resource Office until filled.