

## EMPLOYMENT NOTICE

**JOB TITLE:** LEGAL ASSISTANT  
**DEPARTMENT:** COUNTY ATTORNEY'S OFFICE  
**LOCATION:** BURNET COUNTY COURTHOUSE  
**REPORTS TO:** COUNTY ATTORNEY/EXECUTIVE ASSISTANT  
**CLASSIFICATION:** GROUP 60 (\$15.27 - \$19.85)

### **GENERAL STATEMENT OF DUTIES:**

Handle tasks associated with the daily operations of the Burnet County Attorney's Office including but not limited to: clerical support such as filing, simple document processing and/or record keeping, and interactions between office and the civil cases it handles. Occasional court room presence may be required. Additionally, this position oversees, with the supervision of the elected official/assistant attorneys, cases involving children and adults and the preparation of legal cases/documents. *(A complete job description may be obtained from the Human Resources Department. Contact [sluther@burnetcountytexas.org](mailto:sluther@burnetcountytexas.org) or 512-756-5489.)*

### **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:**

Must have a High School Diploma or equivalent. 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](http://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 must be returned to the Human Resource Office.