

EMPLOYMENT NOTICE

JOB TITLE: VICTIM COORDINATOR/JR CIVIL LEGAL ASSISTANT
DEPARTMENT: COUNTY ATTORNEY'S OFFICE
LOCATION: BURNET COUNTY COURTHOUSE
SALARY: GROUP 59 (\$14.51 - \$18.87)

GENERAL STATEMENT OF DUTIES:

This position is a non-exempt position that performs clerical support such as filing, document processing, and/or record keeping, and is responsible for overseeing the office interaction with victims. The position carries the primary responsibility for the intake of Protective Order requests and creating all documentation related to Protective Orders, working with the attorneys to pursue protection for victims. The position is also responsible for assisting with representation of the Department of Family Protective Services and will work with the attorneys and the CPS Assistant to prepare documentation, including Petitions, Motions, Orders, Service requests and trial preparation. Additionally, this person shall assist in the daily operations of the office. Responsible for receiving incoming telephone calls or walk-ins and directing people to the appropriate staff. Position entails assisting other office personnel such as the attorneys and other clerks. Courtroom presence is required as well as the preparation of legal documents as supervised by an attorney.

A complete Job Description may be obtained by contacting the Burnet County Human Resources Office at 512-756-5489 or hrc@burnetcountytexas.org.

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.

EMPLOYMENT TESTING:

Employment is contingent upon passing post-offer, pre-employment and periodic drug testing and criminal background investigations.

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.