

**CASS COUNTY, TEXAS
POSITION VACANCY
PLEASE POST**

Job Title: Receptionist/Misdemeanor Sec.		Job Announcement Number: DA 21-0001	
Department: District Attorney's Office	Salary: DOE	Position Type: Full Time: <input checked="" type="checkbox"/> Part Time: <input type="checkbox"/> Temporary: <input type="checkbox"/>	
Additional Position Information: FLSA Non-Exempt			

POSITION DESCRIPTION

Summary Statement of Work Performed: Under general supervision of the Criminal District Attorney, the Receptionist/Misdemeanor Secretary performs a variety of administrative and clerical support functions for the Criminal District Attorney or Assistant District Attorneys. This position affects the accuracy, reliability, and acceptability of further processes and services. The Receptionist/Misdemeanor Secretary is responsible for drafting and filing misdemeanor complaints and informations, scheduling misdemeanor dockets, and drafting misdemeanor judgments. This position is also responsible for handling all local mental commitments, including the coordination of judges, doctors, hospital staff, law enforcement, mental health caseworkers, and attorneys, and drafting of all mental commitment documents. The Receptionist/Misdemeanor Secretary will perform general clerical duties including answering the telephone, assisting the general public via telephone or in person with information pertaining to various legal issues and questions, filing and typing correspondence, establishing and maintaining the filing system. The Receptionist/Misdemeanor Secretary is also responsible for notices regarding hot checks, managing money orders received in relation to hot checks, and sending notice to vendors regarding reimbursement. This position will also perform all other duties as assigned and ensuring that accurate and timely office communications are facilitated and that the office is presented in a positive manner.

POSITION SPECIFICATIONS

Education: High School Diploma or equivalent required. Completion of legal secretary program or equivalent or two or more years of college preferred

Personal Job-Related Skills: Typing 50 wpm, spelling and grammar important, computer skills and word processing helpful. Clear criminal history required.

Licensure, Registry or Certification: Class C Driver's License

Experience:

1. **Prior Work Experience:** Legal secretarial experiences a plus.
2. **Technical Training:** Experience with NetData a plus

Physical and Mental Requirements: Must be able to deal with the public in a professional and friendly manner and communicate well with persons from all socio-economic backgrounds. Duties for position require intermittent walking, sitting, standing, bending, stopping, reaching, and lifting up to a weight of 40 pounds.

<p>An official Cass County Application must be received by Cass County Treasurer Melissa Shores, 2nd Floor, Cass County Law Enforcement and Justice Center, 604 Highway 8 N Linden, TX</p> <p style="text-align: center;">Job to begin Jun. 1, 2021 or Until Filled</p>	<p style="text-align: center;">HOW TO MAKE APPLICATION</p> <p style="text-align: center;">For An Application Contact: Cass County Treasurer PO Box 152- Linden, TX 75563 2nd Floor, Cass County Law Enforcement and Justice Center or Go to www.co.cass.tx.us; County Offices; Treasurer to print out an application from the County website.</p> <p style="text-align: center;">EQUAL OPPORTUNITY EMPLOYER</p> <p style="text-align: center;">Auxiliary aids and services are available upon request to individuals with disabilities.</p>
<p style="text-align: center;">Resumes without an application form will not be accepted</p>	