

GRAYSON COUNTY JOB POSTING

Equal Opportunity Employer.

	Date Posted: March 26, 2025 Closing Date: Open Until Filled
Position:	Legal Assistant - Civil
Department:	Criminal District Attorney – Civil Division
Salary:	\$42,000 - \$50,000 depending on qualifications
Duties:	<p>Serves as Legal Assistant to the Civil Assistant District Attorney.</p> <p><u>Essential duties and responsibilities:</u></p> <ul style="list-style-type: none">• Maintain ADA calendars to include public information request deadlines and mental health hearings.• Communicate with departments to assist in gathering information for PI requests.• Provide timely responses to PI requestors.• Calendar various court hearings. Track certified agendas from Executive court sessions.• Liaison between mental health professionals and courts.• Provides general legal support to include accurately preparing and filing legal documents, maintaining files, monitoring deadlines, answering phones, assisting the public, redacting files, data entry, and other duties as assigned.• Works on special projects as needed.
Qualifications & Requirements:	<ul style="list-style-type: none">• High School Diploma or equivalent is required; some college or professional certification is preferred.• 2+ years administrative/clerical experience is preferred.• Legal experience with an emphasis on civil law is preferred.• Experience working with MS Office products required.• Must be able to pass a criminal background check and pre-employment drug test.• Must possess a valid Class “C” Motor Vehicle Operator’s License
Benefits:	Excellent employer paid health insurance, vacation, sick leave, retirement plan and paid holidays. Many options for employee paid voluntary products.

Persons with disabilities are encouraged to request assistance during the application process by calling 903.813.4091.