



## Harris County – JOB DESCRIPTION

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<b>Job Title:</b>	<b>Legal Assistant</b>	<b>Job Code:</b>
<b>Department:</b>	Harris County District Courts - Admin	<b>EEO Category:</b>
<b>FLSA:</b>	Non-Exempt	<b>Revision Date:</b> January, 2022

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### **Purpose:**

The Legal Assistant to the Harris County District Courts Staff Attorneys performs varied and complex executive and administrative tasks, keeps the attorneys files well organized, monitors their calendars to keep them in line with their meetings and deadlines. Upon request, the legal assistant will monitor emails and voicemails to assist the attorneys to smoothly respond to the courts needs. Attorneys may require a database to be maintained of court-related occurrences for future reference. Excellent written and verbal communication skills are required to compose legal documents and communicate effectively to a variety of different people including judges and court staff. Must maintain discretion and confidentiality in all endeavors.

### **Duties, Functions, and Responsibilities:**

- Performs various duties as directed by the district court staff attorneys. This would include the ability to multi task between the two attorneys.
- Responsible for organizing and maintaining staff attorneys files.
- Edit and finalize draft of legal documents and correspondence.
- Schedules meetings and maintains calendars as directed by the staff attorneys.
- Makes contacts of a complex nature, both inside and outside the department.
- Accomplishes routine clerical duties such as typing, filing, and answering the telephone; drafts accurate, professional correspondence, reports, and other documents.
- Maintains the routine flow of the staff attorneys' offices.
- Must be available for the needs of Judges, court staff and attorneys, as needed.
- Sorts incoming and outgoing correspondence for staff attorneys.
- Assist the staff attorneys in matters that arise concerning the operation of the district courts. This would include Commissioners Court, District Clerk, District Attorney, Sheriff, Pretrial Services Agency, Community Supervision & Corrections Department, and other agencies that interact with the district courts.
- Routine law library maintenance.
- Special projects, as needed.
- Must communicate diplomatically on a routine basis with elected and appointed officials, other county departments, and the public.
- Works discreetly with privileged or confidential information and maintains all information in a strictly confidential manner.
- Must present a poised, polished, executive appearance and demeanor at all times.
- Performs other duties as assigned.

### **Minimum Qualifications:**

- High School Diploma or GED Equivalent, and Four (4) years experience as a legal assistant or executive assistant
- Good written and oral communication skills
- Leadership skills, including the ability to work independently without constant direction
- Advanced software abilities~ such as: Excel, Microsoft Word, Access, PowerPoint, Outlook
- Ability to create forms
- Multi task in the courtroom assisting attorneys
- Organizational skills are very important

- Possess excellent research skills along with patience, conscientiousness, thoroughness, and a sense of humor is desirable
- Punctual and dependable

**Licenses and Certifications Required:**

- None

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under their supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.