



**Legal Assistant**  
Public Defenders

PDO/10  
Pay Grade: 12

**JOB SUMMARY**

This position is responsible for providing administrative assistance to the Public Defender's Office.

**MAJOR DUTIES**

- Answers telephone calls; provides information to clients and their family members.
- Opens files for all cases receiving indictments; prints criminal arrest documents and judicial system cases; obtains arrest reports.
- Corresponds with clients regarding court hearing or appointments with attorneys.
- Prepares court dockets.
- Attends court hearings; takes client data; takes relevant notes.
- Processes motions and obtains attorney signatures; makes copies and maintains related files.
- Schedules client appointments for mental evaluations.
- Maintains calendars.
- Maintains logs of case files scheduled for destruction.
- Maintains office supply inventory.
- Perform any other duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of modern office practices and procedures.
- Knowledge of legal terminology, policies and procedures.
- Knowledge of computers and job related software programs.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the preparation of clear and precise administrative reports.

- Skill in oral and written communication.
- Ability to communicate in English and Spanish.

#### SUPERVISORY CONTROLS

The Executive Administrator assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include court, county and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative duties. Frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide administrative assistance to the Public Defender's Office. Success in this position contributes to the efficiency and effectiveness of department operations.

#### CONTACTS

- Contacts are typically with co-workers, court personnel, law enforcement personnel, clients, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, bending, crouching, walking, or stooping.
- The work is typically performed in an office.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

#### MINIMUM QUALIFICATIONS

- Must have one to two years experience.
- Must have a high school diploma or GED from an accredited institution.

**OTHER REQUIREMENT/INFORMATION**

- Must possess a valid and current Texas driver's license.
- Drug and Alcohol Policy applies to this job. Pre-employment drug/alcohol testing, Motor Vehicle Record (MVR) and criminal background checks are required.
- This position *is covered* by Civil Service; therefore, is subject to the Civil Service Rules and Regulations in addition to all other Webb County policies.

**ACKNOWLEDGEMENT**

The undersigned have read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed or implied.

---

Employee's Signature

Print Name

Date

---

Supervisor's Signature

Print Name

Date