

County Attorney Legal Secretary Job Posting

Legal Secretary Duties and Responsibilities

- Greet visitors when they arrive at the office and determine the reason for their visit
- Answer phone calls and respond to general emails
- Gather information and research for cases
- Draw up letters and legal documents
- Take notes at meetings and hearings
- Handle incoming and outgoing mail
- Schedule meetings and appointments
- Maintain organized files, including copies of all documents and correspondence
- Maintain confidentiality and ethical conduct

Legal Secretary Requirements and Qualifications

- High school diploma or equivalent; associate degree or vocational training in business administration, criminal justice administration, legal administration, paralegal, or related field preferred
- 3+ years of clerical or administrative experience preferred
- Record of ethical conduct and ensuring confidentiality
- Excellent communication and organizational skills
- Excellent spelling and grammar
- Familiarity with legal terminology and processes
- Computer literate in Microsoft Office
- Bilingual English/Spanish highly preferred

Please submit the job application located on www.dallam.org along with a one-page resume or CV and cover letter via email to whitneymhill.jd@gmail.com or via mail to:

Whitney Hill, Attorney at Law

PO Box 71

Dalhart, Texas 79022