



Constance Filley Johnson

CRIMINAL DISTRICT ATTORNEY

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POSITION AND ANNOUNCEMENT

The Victoria County Criminal District Attorney's Office has an immediate opening for an experienced Clerk III.

Essential Job Functions:

- Type and prepare a variety of correspondence and legal documents which may include complaints, motions, agreements, discovery and subpoenas.
- Index and file legal documents, correspondence, reports as well as data entry, scanning and faxing of these documents
- Files legal documents with the County and District Clerk or with the court
- Ensures timely processing and completion of documents
- Other duties as assigned

Minimum Qualifications: High School diploma or equivalent, some college preferred, but not required. Bilingual in Spanish is desired, but not required and must possess a valid driver's license. Basic knowledge of judicial process along with law enforcement terminology and practices.

Must work effectively with Prosecutors and office staff. Communicate effectively, orally and in writing, both in person and on the phone, with individuals of varying social, cultural, economic, professional, and educational backgrounds. Experience required with various software programs including Word, Excel and Adobe.

Salary: Depending upon qualifications and experience up to \$16.58/hour.

To apply: Send cover letter and resume to:

Victoria County Criminal District Attorney's Office
Attn.: E. H. "Ernie" Guterrez Jr., Office Manager
205 N. Bridge St., Suite 301
Victoria TX 77901

Review of applications upon receipt.

Victoria County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services.

The Immigration Reform and Control Act of 1986 requires all persons to whom a job offer is extended to provide proof of identity and eligibility to work in the U.S. before employment processing is completed.

Passing a pre-employment drug screen and criminal background check is required.