

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES
CENTRAL PERSONNEL

AN EQUAL OPPORTUNITY EMPLOYER

The County of Potter needs qualified individuals to fill the following position. If you are interested in a position and feel that you are qualified or if you know someone who might be qualified for this position, please send your resume to the Managed Assigned Counsel Office in the Santa Fe Building, 900 S. Polk, Suite 200, Amarillo TX 79101. E-mail to: haley.hothckiss@papdmac.org. The decision to interview any applicant is made at the sole discretion of the department head or elected official in whose department the opening exists. The following requirements and qualifications are necessary to apply for the position:

JOB TITLE Support Staff/Paralegal

JOB DESCRIPTION: Secretarial

- Answering the telephone and taking detailed messages
- Use and maintenance of scanners, copy machines and other office equipment
- General office correspondence
- Create and maintain all client files and databases
- Calendar appointments, meeting and court times
- Schedule appointments and meetings for the attorney
- Preparation of legal documents and reports
- Filing of all legal documents with the clerk of the court
- Prepare statistical reports, letters, pleadings, orders, and other documents as needed by the attorneys;
- Format and compile legal documents such as motions, and briefs;
- Legal research using Lexis Nexis, law books and Internet resources;
- Back up other staff to assist members of the public using the services of the Managed Assigned Counsel office.

SKILLS REQUIRED:

- Legal research skills.
- Accurate typing of at least 40 wpm.
- Proficient with Microsoft Word, Excel and Adobe Acrobat
- Above-average communication skills
- A high degree of concentration in preparing documents and performing work duties, and independent thinking skills.
- Direct and telephone contact with attorneys, parties and court personnel, using significant diplomacy and interpersonal relations skills.

EDUCATION AND EXPERIENCE: At least three years paralegal or legal secretary experience required. Some training will be provided on the job

STARTING SALARY: \$40,000.00 annually.

PHYSICAL : Including but not limited to: Typing, sitting, seeing, speaking, hearing, writing, using telephone, using keyboard, pulling files, re-shelving files.

MENTAL ACTIVITIES INCLUDE: Detecting, evaluating, researching, communicating, inspecting, estimating, coordinating, reading, calculating, planning, organizing, problem solving.

Send resume and references to haley.hotchkiss@papdmac.org
If you have any questions, call (806)242-3424.

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED.

"POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES."