



- Advising attorney on budget matters as they relate to the daily operation of the office.
- Managing accounts payable and working with the county purchasing and auditor's office.
- Maintain and enter time sheets and working with county payroll and human resources departments regarding employee matters.
- Must be able to attend and represent the office at meetings with the Texas Department of Family and Protective Services, attorneys, clients, parents and others when attorney is unable to attend.
- Must calculate and track case dismissal deadlines.

Investigative

- Have a working knowledge of the Texas Department of Family and Protective Services terminology and procedures and be in constant contact with DFPS investigators, caseworkers, and supervisors.
- Must be familiar with all current clients and cases and maintain contact with all clients and/or their foster and relative placements.
- Must have knowledge of the Texas Family Code and court proceedings to be used in assisting the attorney involved in litigation and preparing for all court proceedings.

SKILLS & ABILITIES: Excellent interpersonal skills.  
 Must be able to relate to all age levels, socioeconomic and racial groups. Must have the ability to listen, understand and communicate. Ability to maintain confidentiality.  
 Excellent written and verbal communication skills.  
 Strong organizational skills with ability to multi-task and meet deadlines.  
 Must be able to work responsibly with little or no supervision.

PHYSICAL ACTIVITIES REQUIRED: Including but not limited to: Bending, Carrying, Crouching, Cutting, Kneeling, Handling, Hearing, Holding, Sitting, Walking, Squatting, Turning, Stooping, Climbing, Crawling, and Standing. Must be able to lift approximately 50 lbs.

SALARY: \$42,500 annually, DOE

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 OF THE PROVISIONS OF SERVICES."