

LEGAL ASSISTANT 3

JOB TITLE: LEGAL ASSISTANT 3
DEPARTMENT: MADISON COUNTY CRIMINAL DISTRICT ATTORNEY'S OFFICE
LOCATION: 101 MAIN STREET, MADISONVILLE, TEXAS 77864
DATE POSTED: 3/11/24
Salary: 17.42/hr up to 28.84/ hr

JOB DESCRIPTION/SUMMARY:

The Madison County District Attorney's Office is seeking a Legal Assistant 3. The Legal Assistant 3 is the Chief Legal Assistant and provides administrative and litigation support to the Madison County District Attorney's Office. Duties include but not limited to trial preparation, scanning documents, filing documents, answering phones, interaction with victims and the public, case preparation, legal document preparation, and other office administrative duties.

REQUIREMENTS/BENEFITS:

Applicants must possess good Computer Knowledge and have good Organizational skills. Prior legal experience is preferred. A Background check is required. Benefits include Health Insurance and Retirement benefits, paid vacation, sick and Holiday pay. Salary is based on Experience.

APPLICATION INSTRUCTIONS:

Applications can be found at www.co.madison.tx.us

To apply:

Please send Application and Resume **VIA EMAIL ONLY** to **Courtney Cain, Madison County District Attorney**, courtney.cain@madisoncountytexas.org.

MADISON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.