

WHARTON-MATAGORDA REGIONAL PUBLIC DEFENDER OFFICE

**J O B TITLE** Support Staff to RPDO      **JOB CLASSIFICATION:** Non-Exempt

**DEPARTMENT:** Wharton-Matagorda Regional Public Defender Office

**COMPENSATION:** \$ 21,500.00 -\$23,500.00

**SUPERVISOR:** Office Coordinator Chief of Public Defender

**HOURS:** Up to 20 Hours a week (PART-TIME)

**JOB SUMMARY**

Primary duties will include entering client/case information into the database, opening new client files, and secretarial/legal duties as directed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Assembling new case file folders.
2. Inputting all information into database of new clients
3. Inputting court dates, resets and assuring calendar is maintained.
4. Answering the phones when receptionist is not available. Directing all calls to the proper person
5. Keeping the files updated and in proper order
6. Greeting visitors and clients at the front desk if they drop by the office and relaying messages to other team members as necessary.
7. Help maintain the Master Calendar of Criminal Dockets for Wharton and Matagorda Counties
8. Keep files and file cabinets in order.
9. Handle loose filing and put in folders
10. Handle and distribute the mail and incoming faxes.
11. Performs other duties as assigned

**MINIMUM JOB REQUIREMENTS**

**Education & Skills**

High school degree with college education preferred. Two to five years of related office experience preferably in a law office or office related to the courts or justice system.

Bilingual (English/Spanish) preference

Skills: Data Entry, this will include an ability to input and retrieve information from the database, Some knowledge of Word, Word Perfect, Microsoft, and Good Phone Etiquette

Ability to read and interpret documents such as safety rules, court documents, operating and maintenance instructions and procedures manuals.

Ability to prepare professional correspondence to clients, stakeholders, and others.

Working knowledge of business English, grammar, and spelling, typing skills and secretarial skills are required.

Knowledge or past work experience with Databases and or Data Entry

The ability to work under pressure and demonstrate patience and understanding with upset clients and client family members.

The flexibility to perform a variety of duties, including other duties as assigned. The ability to multi-task.

Function as a team member and contribute to a positive, client centered work environment.

Ability to receive and follow instructions furnished in written, oral, diagram, schedule and other formats.

**PHYSICAL ABILITIES:**

Must be able to lift 15-20 pounds (copy paper or box of file folders)

**Must be able to pass Employment Physical and Drug Screen and Background Check**

**\*\*Wharton County is an Equal Opportunity Employer\*\***