

Employer:

Upshur County Criminal District Attorney's Office

Location:

Gilmer, Texas

NEWLY FORMED PARALEGAL POSITION

POSITION OPEN: Immediately
EXPIRATION: Until Filled
HOURS: 8:00 A.M. to 12:00 P.M. - 1:00 P.M. to 5:00 P.M.
Monday through Friday

Experienced Paralegal must be proficient in Word, Excel and basic computer programs. Applicant must have the ability to digitally transfer data, videos and written documentation through Discovery. Must also have good organizational skills, be a self-motivator to meet deadlines and have the ability to communicate efficiently and pleasantly with fellow co-workers, courthouse staff and attorneys.

This position will work with attorneys and investigators with trial preparation and may be required to attend court hearings. Drafting legal documents and filing those documents with the proper court will be required. Salary will be competitive among other counties and will have insurance, retirement and paid holidays.

Friendly office atmosphere that requires individuals committed to the team and the work of the District Attorney's Office.

To apply, you must complete an employment application in full which can be found on the Upshur County website, www.countyofupshur.com under Job Openings. The application may be returned in person at the temporary Upshur County Courthouse, 150 E. Jefferson Street, Gilmer, TX, or by mail to the Upshur County Treasurer, Attn: Human Resources, P.O. Box 730, Gilmer, TX 75644. If you have completed an application within the last two years, you may notify the Treasurer's Office that you wish to be considered for this position and they will forward your application to the District Attorney's Office. Not all applicants will be interviewed.

Upshur County is an equal opportunity/affirmative action employer.