

**Legal Assistant**  
**Hill County Attorney's Office**  
**Date Open: February 28, 2019**  
**Application Deadline: Until Filled**

**Summary**

The Hill County Attorney's Office is seeking to hire a full-time Legal Assistant. The primary duties of this position include preparing legal documents, tracking cases, working with law enforcement agencies, assisting with protective order applications, and assisting prosecutors with other tasks as assigned.

The Hill County Attorney's office is responsible for prosecuting all adult misdemeanor level offenses in the County Court at Law and in the Justice of the Peace courts; filing protective orders on behalf of certain victims of crimes; prosecuting juvenile offenders, for both felony and misdemeanor level offenses; and advising Hill County elected officials on a variety of civil matters. This is a fast paced office, where no two days are the same. If you are organized, have strong interpersonal skills, and have an interest in the justice system, we want to hear from you!

**Requirements**

Must have strong typing skills and be proficient using Microsoft Office.

Must be organized and have exceptional telephone etiquette, time management skills, interpersonal skills, and patience.

Must be able to maintain effective working relationships with coworkers, court personnel, Judges, elected officials, prosecutors, and the general public.

Must have graduated from High School.

**Preferred, but not required.**

Bilingual.

Familiarity with the criminal justice system.

Familiarity with Odyssey (software program).

Past public relations, customer service experience, and/or paralegal work.

**Application Process**

Please submit a copy of your resume, a copy of the Hill County Employment Application (located here: [www.co.hill.tx.us/page/hill.Jobs.Openings](http://www.co.hill.tx.us/page/hill.Jobs.Openings) ), and a cover letter to the County Attorney's Office in one of the following ways:

- 1) Email Michaela Alvarado at [malvarado@co.hill.tx.us](mailto:malvarado@co.hill.tx.us),
- 2) Fax to the Hill County Attorney's Office, 254-582-4013, OR
- 3) Mail to the Hill County Attorney's Office, P.O. Box 253, Hillsboro, Texas 76645.