

The American Rescue Plan funds to assist in the efforts to address and overcome the backlog of cases during the 2020 pandemic (COVID-19), the 197th Judicial District Attorney's Office (Willacy County) will be accepting applications for **Intake Clerk**. Temporary Position.

General Description, Essential Duties, and Responsibilities:

- Intake clerk to assist intake prosecutor and investigator
- Performs general clerical duties: filing and typing correspondence
- Creates and manages electronic case filing system, including creating logs and managing all obtained evidence for prosecutors to review and for discovery · Accesses and operates computerized information on record management systems such as Case Management, CJIS, and other systems utilized by Willacy County Law Enforcement Agencies to submit cases and/or collect evidentiary documentation, with attention to detail and accuracy.
- Maintains confidentiality and security of records and information. · Communicates with law enforcement agencies to gather evidence and additional material necessary
- Requests certified government documents (e.g., Texas driving records, prior convictions from District and County Court Clerks throughout the State of Texas, and offense reports relating to defendants' previous convictions.
- Identifies and logs incoming emails regarding lab reports, lab submissions, supplemental reports or other evidence requests.
- Organizes and scans or uploads evidence provided in-person (rather than uploaded to a record management system) by law enforcement agencies.
- Other assigned duties

Education and/or Experience Required:

- Must have at least a high school degree
- Minimum two years' experience in a professional setting
- Two years' experience in the legal profession preferred serving as a legal secretary, paralegal, or a related position or any equivalent combination of experience and training.
- Must be highly self-motivated with a friendly disposition.

Benefits:

Willacy County offers a competitive benefits program, including comprehensive group health and related benefit retirement plan.

Hours:

Monday through Friday 8:00 a.m. to 5:00 p.m. Hours may vary based on the business needs of the department.

Base Salary:

\$36,000 per year for approximately 12 months

If you wish to apply for an **Intake Clerk**, please send a resume, transcript(s), or certificate and completed application by email to annette.hinojosa@co.willacy.tx.us

All applications will be accepted until the position is filled.

Willacy County is an Equal Opportunity Employer and complies with the Americans with Disabilities Act.