

**WALKER COUNTY  
CRIMINAL DISTRICT ATTORNEY'S OFFICE  
EMPLOYMENT OPPORTUNITY  
Legal Secretary -Discovery and Intake**

The Walker County Criminal District Attorney's Office has an opening for a Legal Secretary. Salary is approximately \$45,500.00 plus county benefits.

**Duties and responsibilities:**

1. Responsible for law enforcement intake of cases and for preparing discovery in misdemeanor cases. The discovery process includes scanning law enforcement reports, copying discs, indexing and reviewing all documents presented by law enforcement agencies for misdemeanor cases, and utilizing the computer e-discovery software system.
2. Responsible for managing juvenile case intake, processing recommendations, preparing legal documentation, and supporting attorneys throughout the juvenile prosecution process.

The person selected must possess above average computer and organizational skills and the ability to handle a high-volume workload. At least one year of clerical experience in a law office or other business setting preferred.

Applications can be found at [www.co.walker.tx.us](http://www.co.walker.tx.us) – Qualified applicants may email a completed application to Megan Landrum [mlandrum@co.walker.tx.us](mailto:mlandrum@co.walker.tx.us)

Or

Applications may be mailed or hand delivered to the District Attorney's Office, 1036 11<sup>th</sup> Street, Huntsville, Texas addressed to Megan Landrum.

Not all applicants will be contacted for an interview.