

**WALKER COUNTY
CRIMINAL DISTRICT ATTORNEY'S OFFICE
EMPLOYMENT OPPORTUNITY
Felony Legal Assistant - District Court**

The Walker County Criminal District Attorney's Office has an opening for a Felony Legal Assistant. Salary is a minimum of \$45,550 plus county benefits, with a higher salary depending on level of experience.

Position Overview:

The District Court Legal Assistant supports the prosecutors in the Walker County District Court. Responsibilities include managing discovery, preparing legal documents, assisting in court, coordinating with other counties, and maintaining accurate case files.

Key Responsibilities:

- Assist prosecutor during court proceedings and take detailed notes
- Prepare and file motions, orders, plea paperwork, and notices via email and e-filing systems
- Maintain and organize new and closed case files including discovery
- Monitor and update statuses for MTR/MTA and probation-related cases
- Create trial binders and pen packs
- Ensure all TRN/SID data is accurate
- Coordinate with other counties for Prosecutorial needs

Qualifications:

- Prior legal or criminal justice experience
- Strong organizational and multi-tasking skills
- Teamwork / team oriented
- Familiarity with Texas court procedures and e-filing systems
- Proficiency with case management software (e.g., Navigator/Odyssey)

Applications can be found at www.co.walker.tx.us – Qualified applicants may email a completed application to Megan Landrum mlandrum@co.walker.tx.us

Or

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

Not all applicants will be contacted for an interview.