

Legal Assistant
Special Prosecution Unit
Criminal & Juvenile Division

The Special Prosecution Unit is currently accepting resumes for a legal assistant position.

Job responsibilities include drafting petitions and indictments, criminal history input, database entry, filing and general office clerical duties. Additional duties as assigned.

The position requires attention to detail, keen observation skills, excellent time management skills, strong organizational skills, and impressive communication skills

40 hours a week with office hours being 8:00a.m. to 5:00p.m., Monday through Friday: however, additional hours may be necessary. Some travel will be required.

Please submit completed resume, cover letter and application by E-Mail to:

Tia Monjaras
Special Prosecution Unit
1300 11th Street Ste. 520
Huntsville, Texas 77320
Email: tdoolan@sputexas.org