



EMPLOYMENT OPPORTUNITY

Position: Secretary II

Department: Chambers County District Attorney's Office

Annual Salary: Based on Experience

Application Period: November 13, 2021 – Until filled

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: criminal law, legal terminology and common office practices as related to the area of the law.

Skill/ability to: prepare legal documents, understand and interpret legal processes and procedures, type accurately at a speed of at least 60 words per minute, operate standard office equipment, apply correct business English, spelling and punctuation, establish and maintain effective working relationships with outside law enforcement agencies, members of the Grand Jury, attorneys, judges, the general public, court and office personnel.

ACCEPTABLE TRAINING AND EXPERIENCE

Five years of legal secretarial experience, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

REQUIREMENTS

Must pass a pre-employment physical exam and drug test paid for by Chambers County.

Submit to and pass a thorough background investigation conducted by Chambers County.

Please email or mail a County Employment Application to:

District Attorney's Office
lsilcox@chamberstx.gov
PO Box 1409, Anahuac, TX 77514
(Applications may be requested at www.co.chambers.tx.us/page/HR)

CHAMBERS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER THAT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, AGE, SEX, RELIGION, DISABILITY OR NATIONAL ORIGIN.