



MARK P. HABY
38th Judicial District Attorney
Medina, Real and Uvalde Counties

Job Description

Position Title: Administrative Assistant

Annual Salary: \$25,000.00 plus benefits

Summary:

Performs administrative and office support on multiple levels for the District Attorney's Office. Duties include general clerical, receptionist, project based work, and attending court in proper court attire when required.

Qualifications:

Must be able to type a minimum of 35 WPM, computer literate, proficient in Word, Excel and Outlook, bi-lingual, have good phone etiquette, must be good with the public, be able to project and carry oneself in a professional manner in-person and through telephone interaction, must be self-motivated, and disciplined. Travel within the 38th Judicial District is required; applicant must possess a valid Texas Driver's License and have no moving traffic violations for the preceding three years. Applicant must be able to pass a criminal history check.

Essential Duties and Responsibilities:

Answer phones.

- Assist caller with request when applicable.
- Take Messages, and distribute the message via email to the appropriate personnel.
- When transferring a call to a Prosecutor you *must* inquire on what case the caller is calling on.

Interdepartmental Deliveries –Receiving

- Retrieve and deliver Interdepartmental Envelopes on daily basis.
- Distribute Interdepartmental envelopes to appropriate parties as needed.
- Intake review and checklist of new case files from officers when DA or Investigator is not available.
Scan into NAS new cases that you receive into the NAS, and place in appropriate file for DA review.

Pre Court Preparation

- After receiving the Monthly Docket from the court coordinator, check off, and assemble each case file alphabetically in court buckets for all three counties.

Court Days

- Attend court, rotate duties each docket of taking notes, and making copies. Both Clerks will assist with pulling files and filling in paperwork during court days.

Post Court Preparation

- After court, scan in and merge any new documentation into electronic file on department network, then place file in appropriate place.

M.T.R/M.T.A.

Violation of Probation Report and Motion to Revoke Probation

- On Receipt of Violation Report, generate Motion to Revoke or Motion to Adjudicate Probation
- Make two copies one for Probation and one for DA Office send to Judge for signature then on to District clerk for filing.

Probation Intake

- Sort and distribute.
- Signature stamp, log and submit to Judge.
- Scan, place, and bind file stamped copy in appropriate file when received from district clerk's office.

Probation Judgments

- Process all forms required to complete Probation Judgment.

Newly Indicted Cases

- Scan and merge Indictment into LGS.
- Make appropriate color office file for cases.
- Make file labels for each file.
- Make and place Plea Packet in each file.
- Make Discovery package for each file, and discovery receipt place in file for court.
- Make Probation packet for each file, place in file for court.
- Make and mail postcard notice of setting to each newly indicted defendant.
- Place file in designated area until court.

**These duties are subject to change at any time due to office restructuring.

Applications can be picked up at the Uvalde County Treasurers office or downloaded from the County Website.

Please email a Resume and completed Application Part 1 and 2 to:

Christina.busbee@38thda.org



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Authorization and Consent to Perform Background Check

I, the undersigned, do hereby authorize and consent to the 38th Judicial District Attorney's Office obtaining and verifying background information on me for the purpose of considering me for employment, and for the purpose of re-verifying my qualification for continued employment, should I be hired. This process may include obtaining and verification of: education, criminal history, credit history, governmental and court public records, personal references, and other information which relates to my background, character, and personal reputation which may be deemed relevant to my employment.

I request that this document, or a copy of it, serve as my valid authorization to any and all persons, educational institutions, past and/or current employers, organizations, credit agencies, law enforcement or criminal record agencies, and other agencies to release information about me to the 38th Judicial District Attorney's Office, and hereby release such persons or entities providing such information from liability in any or all claims and damages connected with their providing any requested information.

Please list all states other than Texas where you have resided during the last ten (10) years:

AUTHORIZED BY APPLICANT:

Print Full Name

Social Security No. & DOB

Address

Drivers' License No. & State

Signature

Date