

**Job Description: SENIOR TRIAL ASSOCIATE**

**CLASS NO.** 1117

**EEOC CATEGORY:** Administrative Support

**PAY GROUP:** 117

**FLSA:** Exempt

**SUMMARY OF POSITION:**

Assists the division attorneys in the completion of their daily responsibilities and preparation of cases for trial. Participates in planning of programs, policies or objectives of own work group and department.

**ORGANIZATIONAL RELATIONSHIPS:**

1. Reports to: Elected or appointed official in department.
2. Directs: Chief Deputy Clerk and other Subordinate Employees.
3. Other: Has regular contact with other departmental employees, the general public, and one or more of the following: attorneys, internal auditors, abstract and tax offices, and law enforcement officials. May have contact with other county departments; public schools; and local, state, and/or federal agencies.

**EXAMPLES OF WORK:**

General Duties\*

Gathers and reviews legal and evidentiary material to ensure compliance with rules of evidence.

Ensures criminal discovery law compliance to ensure each accused is entitled to a fair and impartial trial and due process of the law.

Prepares delegated motion practice documents and prepares drafts of pretrial prosecution motions and post-trial motions and responses to defense motions.

Prepares trial exhibits, witness lists, exhibit lists and trial briefs.

Assists the division attorneys in court hearings and trials.

Communicates with court personnel and defense attorneys regarding court settings and the details of discovery/filings/pleadings/motions.

Reviews court orders for discovery considerations and prepares disclosure of the same.

Reviews and edits computer database entries and electronic files associated with criminal cases.

\*for the purpose of compliance with the Americans With Disabilities Act (ADA)  
*This job description does not take into account potential reasonable accommodations.*



**CLASS NO. 1117 (Continued)**

Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers.

**Other Important Duties\***

Performs such other duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*Knowledge of:* basic Texas criminal laws, procedures and evidence. Working knowledge of legal terminology, legal office practices and legal research, writing and drafting skills.

*Ability to:* draft legal documents, analyzing and comprehending legal arguments from criminal pleadings/filings. Strong computer and typing skills. Excellent verbal and written communications with the ability to deal effectively with the public, other employees and elected officials.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

Associate or Bachelor's degree in Criminal Justice\Paralegal Studies or related field.

**CERTIFICATES AND LICENSES REQUIRED:**

Paralegal Program Certificate, or comparable experience.

