

Discovery Clerk/Check Clerk

Under general supervision, this position performs a variety of administrative duties to assist the Limestone County District Attorney's office in prosecuting bad check writers and dissemination of discovery in criminal cases.

The Office of the Limestone County District Attorney has an opening to perform legal, administrative, hot check and office support on multiple levels for the District Attorney's Office. Duties include general clerical, receptionist, assisting prosecutors and investigator, processing case files including preparing and dissemination of discovery documents and videos, understanding the legal process, and processing hot checks for merchant reimbursement and prosecution. We are looking for a highly self-motivated hardworking person with a friendly disposition. Salary determined by experience plus benefits provided through Limestone County.

Individuals in this position serve at the pleasure of the current elected official.

Limestone County is an EEO employer. In compliance with the Americans with Disabilities Act, Limestone County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

An offer of employment is contingent upon successful completion of a background check, including reference checks and criminal history. Not all applicants will be interviewed. Must be willing to submit to sign a confidentiality agreement.

Send resume and references via email to:

rdefriend@co.limestone.tx.us