

Full time Paralegal or Experienced Legal Secretary needed in the office of the County Attorney of Live Oak County, Texas.

The job position includes reviewing cases to be filed, preparing complaints and informations, assembling discovery, preparing various motions and judgments to be filed in the County Court of Live Oak County, Texas and preparing cases for trial and video clips.

Salary will be negotiable based on experience. Health insurance will be provided together with retirement benefits.

Please send a resume or contact Dwayne McWilliams, Live Oak County Attorney, at:

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