



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Part-Time Paralegal	Opening Date: September 23th, 2025	Application Deadline: Open until filled	Job #: 250906
Department: General Counsel	Starting Salary: \$ 28.00 - \$ 30.00	Location: Bastrop, TX	Travel: Minimal

INTERNAL JOB POSTING

This position can't be filled until October 1,2025

Brief Job Description: This position performs direct assistance to the General Counsel for Bastrop County in managing all aspects of the County's legal work. Work involves preparation of legal documents, assistance in research of legal issues, management of appointments, communication with other departments and the public, and general office management for the office of General Counsel.

Knowledge, Skills and Abilities: Knowledge of Legal Codes and Statutes and research. Preparation of legal documents and correspondence at the direction of General Counsel, for review. Interact and communicate with other departments and outside parties, and accurately convey requests to the attention of General Counsel. Advanced principles and practices of legal practices and ethics. Personal Computer skills and software, including Microsoft Office, Adobe and Excel. Maintain confidentiality and security of all Office of General Counsel information and systems.

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a high school diploma or equivalent, and a valid Texas Driver's license (or a valid out of state Driver's license with the ability to obtain a TXDL within 90 days). The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

A Bastrop County Job Application is required and can be completed at:

[Bastrop County Employment Application](#)

Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. This position has a six month eligibility list for qualified applicants. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS

Job Description

Job Title: Part-Time Paralegal

Department: General Counsel

FSLA Status: Non-Exempt

Reports To: General Counsel

SUMMARY: This position performs direct assistance to the General Counsel for Bastrop County in managing all aspects of the County's legal work.

Work involves preparation of legal documents, assistance in research of legal issues, management of appointments, communication with other departments and the public, and general office management for the office of General Counsel.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from General Counsel

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Prepare legal documents and correspondence at the direction of General Counsel, for review;
2. Interact and communicate with other departments and outside parties, and accurately convey requests to the attention of General Counsel;
3. Daily office management duties;
4. Provides exceptional customer service to County employees and the public;
5. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors and the general public;
6. Maintains confidentiality and security of all Office of General Counsel information and systems;

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an Essential Function of this job.**

NOTE: The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, have a high school diploma or equivalent, and a valid Texas Driver's license (or a valid out of state Driver's license with the ability to obtain a TXDL within 90 days). The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Legal documents and legal procedures;
Legal Codes and Statutes and research;
Preparation of legal documents, contracts, and written correspondence;
General office management skills;
Advanced principles and practices of legal practices and ethics;
Personal Computer skills and software, including Microsoft Office, Adobe and Excel;
Professional Customer Service skills;
Proper English usage, spelling, grammar and punctuation;
Standard office policies, procedures, and equipment;
Bastrop County policies and procedures.

Ability to:

Prepare and edit legal documents and correspondence;
Understand, communicate and discuss legal ideas and requests for assistance with other departments within the County and with the public and communicate any requests to General Counsel;
Organize files and information both electronic and physical;
Perform multiple tasks simultaneously in a timely manner;
Record, and disseminate accurate information from telephone conversations and personal contact;
Communicate clearly and concisely, both verbally and in writing;
Understand and follow verbal and written instructions;
Complete routine business correspondence;
Effectively speak to small audiences to convey information;
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;
Conduct business with the public in a professional, courteous manner;
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;
Establish and maintain effective working relationships with those contacted in the course of the job;
Demonstrate personal communication skills including effective telephone skills and public speaking;
Operate equipment required to perform essential job functions;
Work independently in the absence of supervision;
Work in a safety-conscious environment and to follow and promote good safety practices;
Handle exposure to potentially hostile individuals;
Maintain confidentiality of information encountered in work activities at all times.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

- Making observations, reading and writing, operating assigned equipment, and communicating with others;
- Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

- Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, &/or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

- Handling stressful situations;
- Interpreting federal laws and regulations;
- Effective interaction and communication with others;
- Prepare clear and concise reports;
- Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Minimum 8 years prior experience in the legal field.
Preferably working directly under an attorney as a paralegal.

Education:

Paralegal Certification

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

Drug and Alcohol Testing:

This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol in accordance with applicable federal and state laws and County policy.

Employment At-Will:

This job description does not constitute an employment agreement and is subject to change. Under no circumstance is this job description, or any part of it, to be construed as a contract of employment, either express or implied.

Employment is at-will and may be terminated at any time by either the employer or employee.