

OFFICE OF THE COUNTY ATTORNEY

The County Attorney of Archer County will receive applications and resumes for the following positions:

1) Chief Legal Assistant / Victim Assistance Coordinator

Duties include: legal research, document preparation, record management, filing, victim assistance, and other duties as assigned.

2) Legal Secretary

Duties include: administrative and clerical support, schedule management, document preparation, filing, and other duties as assigned.

The annual salaries provided for each position will be set pursuant to Sections 151, 152, and 130.913 of the Local Government Code. In addition thereto, county benefits which include health insurance and a retirement plan are included.

Resumes and applications should be e-mailed to jordyn.berend@co.archer.tx.us. Positions will be open until filled.

Signed December 2, 2024.

/s/ Jordyn A. Berend

Jordyn A. Berend
Archer County Attorney

ARCHER COUNTY APPLICATION FOR EMPLOYMENT

Personal Information

Name _____ Date _____

Social Security Number _____ Driver's License _____ State _____ Class _____

Home Address _____

Home Phone _____ Business Phone _____ May we contact you at work? _____

Position Applying For

Full-Time _____ Part-Time _____ Temporary _____ Summer Only _____

Referred By _____ Date Available _____

Have you ever been employed by Archer County? _____ If yes, when? _____

Education

High School _____ Graduation Date _____

College _____ Graduation Date _____

Degree, Major _____

Business/Technical School _____

Special Skills _____

References

Name	Address & Phone #	Business	Years Acquainted
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

AN EQUAL OPPORTUNITY EMPLOYER

Work History

1. The Work History Must be completed in order for your application to be accepted and considered.
2. Please list most recent job first, including relevant volunteer experience.
3. Additional information, including resumes, may be attached to support but not replace, the fully completed application.
4. Copies of all required licenses, certifications and other documentation must be attached to the application upon submission.
5. No additional information will be accepted for consideration after the closing date.
6. If hired, you must provide documents verifying your identity and authorization to work in the U.S. within 3 days from the date of hire.

From (mo/yr)	To	Job Title		
Type of Business		Hrs/Week	Starting Salary	Final Salary
No. of Employees Supervised Directly Indirectly		Employer's Name		
		Complete Address		Phone #
Supervisor's Name			Supervisor's Title	
Description of Duties				

From (mo/yr)	To	Job Title		
Type of Business		Hrs/Week	Starting Salary	Final Salary
No. of Employees Supervised Directly Indirectly		Employer's Name		
		Complete Address		Phone #
Supervisor's Name			Supervisor's Title	
Description of Duties				

From (mo/yr)	To	Job Title		
Type of Business		Hrs/Week	Starting Salary	Final Salary
No. of Employees Supervised Directly Indirectly		Employer's Name		
		Complete Address		Phone #
Supervisor's Name			Supervisor's Title	
Description of Duties				

Do you object to having any of the above employers contacted? _____ yes _____ no If yes, explain below:	Former names under which your references and/or former employers would know you:

STATEMENT OF CERTIFICATION

The answers I have given are true and complete to the best of my knowledge and belief. I further request that former employers and any persons who have information concerning me to furnish such information to County of Archer officials and agree to hold such persons harmless and release them from all liability and damage for furnishing such information. I understand that failure to answer all questions fully and truthfully may result in disqualification of my application and/or termination of my employment

Signature _____ Date _____