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 information, 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.

Interested applicants should send a cover letter and resume to the Live Oak County Attorney’s Office either by mail or email at the following address:

PO Box 1588

George West, Texas 78022

joann.busby@co.live-oak.tx.us

Run 4/3 & 4/10/25