The Office of the District Attorney
Vacancy Announcement

BORDER PROSECUTION UNIT/GRANT ADMINISTRATOR

Salary and Benefits:
Salary $21.00 per hour plus fringe benefits, insurance after 90 days; 40 hours per week (Full-Time)
Paid Holidays after 6 months
2 Weeks Paid Vacation after 1 year

EDUCATION AND EXPERIENCE

College Degree preferred not required
Grant Administrative experience preferred, but not required
Administrative experience preferred, but not required
Legal experience preferred, but not required

BPU GRANT :

- Prepare a list of the projected expenses for the BPU Grant Application
- Clerical duties (Answer phones, take messages, respond to emails...etc.)
- Good writing skills are absolutely necessary
- Familiar with Microsoft Word, Excel, and PowerPoint
- Check the OG e-grants for any activity such as submission, approval, & payment of the monthly financial status report for the reimbursement of expenses
- Prepare Purchase Orders on all expenses relating to the BPU Grant
- Book hotels reservations & prepare the travel vouchers for the BPU Personnel attending seminars

PROGRESS REPORTS AND YEAR-END REPORTS:

- Keep conviction list of cases
- Keep BPU Technical List
- Keep list of all seminars and meetings attended by the BPU personnel

CRIMINAL CASES:

- Prepare the stipulations and exhibit packets on all 293rd BPU cases, including Judgments, pen packets, and Order to Modify Community Supervision
- Keep list of all Judgments submitted to the Court and enter the information as to the submission of the Judgment in the Crime Track.

Application process now open until filled.

Please pick up the application at the Office of the District Attorney, 542 E. Main Street, Eagle Pass, Texas 78852 or call (830) 773-9268. Ask for Sandra Martinez.

OR request by email at: amanda.riojas@co.maverick.tx.us