



JOB OPPORTUNITY #: 640-2903
LEGAL ASSISTANT I
PROSECUTING ATTORNEY'S OFFICE

Responsibilities: Serves as legal assistant for Assistant Prosecuting Attorneys; provides administrative support, handles incoming and outgoing telephone and correspondence, enters data and scans images into case management system; composes and/or types routine replies to letters and other general correspondence; prepares and forwards disclosures to defense attorney upon request; drafts and types jury instructions, witness and exhibit lists; types and proofreads formal charges to be filed; types and proofreads e-File motions, responses, letters and other legal and court-related documents on behalf of the prosecuting attorney. Maintains confidential files and records; examines data and documents to ensure accuracy and completeness; interacts daily with other courthouse departments, personnel and law enforcement agencies requesting information; provides coverage for peers as requested. Performs other duties as assigned by the Office Administrator.

Status: Full Time

Working hours: 8:00 am – 5:00 pm, Monday – Friday

Minimum Qualifications: High school diploma or GED, plus 3 years of clerical or office management experience, and the ability to type 45 WPM. Must have a clear criminal background.

Preferred Qualifications: Bachelor's degree in Criminal Justice or related field, experience working in a legal environment.

Hourly Salary Range: \$14.46 – 15.37 per hour

Deadline for Application: Applications will be accepted until the position is filled.

Apply online at www.showmeboone.com or call (573) 886-4128 if you have questions. Please call in advance if special accommodations are required in order to apply. Benefits include 100% County paid medical and dental employee insurance premium, pre-tax savings program, 2 weeks vacation, 13 paid holidays, matching deferred compensation plan and retirement plans. To see a complete list of posted positions, submit an online application or to download the application, log on to www.showmeboone.com.

An Affirmative Action/Equal Opportunity Employer