

## **Vacancy Details**

Legal assistant employment opportunity in local government office. Applicants selected for an in-person interview will be notified as quickly as possible. Please do not apply if you cannot pass a drug screen, have any criminal history, have been terminated from any county or state position, or do not meet all of the job requirements.

### **Job Requirements:**

- Proficiency with Microsoft Office
- Ability to quickly learn new software interfaces
- Ability to effectively prioritize and meet deadlines
- Courteous and professional manner
- Advanced telephone etiquette
- Ability to successfully interact with law enforcement, medical professionals, and attorneys
- Ability to work well as a team or as an individual
- Strong sense of discretion
- Ability to anticipate and solve problems and future needs of attorney
- Willingness to take and implement constructive criticism
- Expert time management skills
- Above average typing speed with minimal errors
- No criminal history
- Ability to pass a drug screen

### **Job Duties:**

- Read, review, verify, and distribute correspondence, reports, and the like; follow-up on issues highlighted by supervising attorney
- Maintain attorney calendar; includes motions, trials, trainings, meetings, and teleconferences
- Source and verify important case intelligence
- Proofread and edit documents
- Prepare and issue summonses and subpoenas; draft documents
- Answer phone calls; take messages; deliver messages for attorney
- Work closely with other staffers to increase office efficiency and work product
- Create, store, and retrieve physical files
- Create, edit, and update files in electronic system
- Use multiple resources to compile accurate and complete information
- Confirm important details using multiple resources including various software interfaces
- Review upcoming hearings, trials, or motions and update attorney as needed
- Allocate time to review case statuses
- Perform clerical duties such as scanning, printing, and shredding documents
- Work with supervising attorney to create systems and protocols to increase efficiency
- Alert attorney of new or important cases or developments

### **Benefits:**

- Health insurance
- Life insurance
- Retirement plan
- State and Federal holiday's

- Two week vacation (when applicable time frame is met)
- Two week sick leave (when applicable time frame is met)

**Schedule:**

- Day shift
- Monday to Friday

Please send resume to [ccpa@camdenmo.org](mailto:ccpa@camdenmo.org)