**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