



Position Title: Legal Assistant

Salary Range: **\$16.47 – \$22.80**
Dependent upon Experience

Department: County Attorney's Office

Posted: Open

Status/Shift: Full Time

Closing: Until Filled

Purpose/Scope:

Provides clerical support to all prosecutorial efforts of the office. The individual holding this position will be assigned two or more attorneys' heavy clerical workloads along with other varied tasks associated with the support of the office.

Essential Job Functions:

Provides clerical support related to cases in an assigned area. Subpoenas witnesses for assigned prosecution area, and acts as liaison with other agencies for general scheduling purposes.

Provides general secretarial support where needed in all things incidental to the prosecution efforts of the office.

Responsible for file assembly, redaction, preparation and mailing digital discovery within court mandated time frames.

Transcribes, drafts, files and mails legal correspondence and pleadings.

Produces a professional and meticulously accurate work product.

Runs criminal record checks on defendants for case files as needed. Required to attend mandatory training on the State Police telecommunications system within the first six months of hire.

Knowledge, Skills, and Abilities Required:

Two years of formal secretarial education or experience.

Education or experience in the field of Criminal Justice, preferred.

Experience working with a legal database, preferred.

Must be highly skilled with Microsoft Office applications.

Submission Requirements: Employment application required. Resume and cover letter optional.

Apply to: Department of Human Resources

Email: careers@co.rockingham.nh.us

Mail or Drop off Applications to:

Rockingham County Human Resources Department, 111 North Road, Brentwood, NH 03833

Applications can be found online at: rockinghamcountynh.org/careers

EQUAL EMPLOYMENT OPPORTUNITY

Mandatory post offer physical, drug and alcohol testing for new hire. Criminal records check required.