



Position Title: Legal Assistant I
(Case Intake)

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

Department: County Attorney's Office

Posted: 2/14/2019

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 process large amounts of data entry requiring meticulous attention to detail and accuracy. May be periodically assigned to support 1 or more attorneys' heavy clerical workloads along with other varied tasks associated with the support of the office.

Essential Job Functions:

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

Intakes case files into computerized database, PBK.

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.

Prepares and processes various legal documents, including subpoenas. Generates various documents in PbK, the computerized database.

Produces a professional and meticulously accurate work product.

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.