

Rockingham County
Department of Human Resources

Career Opportunity



Position Title: Legal Assistant II

Salary Range: **\$18.15 – \$25.12**
Dependent upon Experience

Department: County Attorney's Office

Posted: 04/18/2019

Status/Shift: Full Time

Closing: Until Filled

Purpose/Scope:

Assumes lead assistant role for an assigned prosecution team. Providing clerical support to all prosecutorial efforts of the office. The individual holding this position will be assigned two or more attorneys' clerical workloads along with other varied tasks associated with the support of the office.

Essential Job Functions:

Provides clerical support related to all cases in an assigned area. Acts as lead legal assistant in the assigned area, maintaining general responsibility to train, assist and supervise the L/A I's in the assigned area.

Schedules Grand Jury cases 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.

Maintains case and attorney calendars and schedules; Transcribes, drafts, files and mails legal correspondence and pleadings; Prepares and processes various legal documents, including subpoenas; Enters and updates computer records; Responds to incoming telephone calls and provides reception area coverage when required.

Provides clerical support to prosecuting attorneys as assigned. Produces a professional and meticulously accurate work product.

Knowledge, Skills, and Abilities Required:

Two years of formal legal 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.