



# ROCKINGHAM COUNTY

## DEPARTMENT OF HUMAN RESOURCES

### CAREERS

#### **POSITION: LEAD LEGAL ASSISTANT** COUNTY ATTORNEY'S OFFICE

Join our team as a lead Legal Assistant for Rockingham County, County Attorney's office. Enjoy fantastic benefits, generous paid time off and the opportunity to work alongside accomplished professionals. Be a part of an organization you can be proud of.

#### **SCOPE OF POSITION:**

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.

#### **REQUIRED EDUCATION AND EXPERIENCE:**

- 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.

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**SALARY RANGE:** \$18.15 - \$25.12 dependent upon experience

**STATUS/SHIFT:** Full Time / First Shift / Union

**SUBMISSION REQUIREMENTS:** Employment application and resume required.

Apply Online: [Careers@co.rockingham.nh.us](mailto:Careers@co.rockingham.nh.us)

Walk-In / Mail Applications:

111 North Rd

.Brentwood, NH 03833

Applications can be found online at: [Rockinghamcountynh.org/careers](http://Rockinghamcountynh.org/careers)

***Equal Employment Opportunity***

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