



ROCKINGHAM COUNTY

DEPARTMENT OF HUMAN RESOURCES

CAREERS

POSITION: LEGAL ASSISTANT COUNTY ATTORNEY'S OFFICE

Join our team as a Legal Assistant for Rockingham County's, 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:

The Legal Assistant will provide clerical support to all prosecutorial efforts of the County Attorney's Office related to cases in an assigned area. Supports two or more attorneys' heavy clerical workloads along with other varied tasks associated in a fast paced and dynamic 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.

REQUIRED EDUCATION AND EXPERIENCE:

- 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.

SALARY RANGE: \$16.47 – 22.80 dependent upon experience

STATUS/SHIFT: Full Time / First Shift

SUBMISSION REQUIREMENTS: Employment application and resume required.

Apply Online: Careers@co.rockingham.nh.us

Walk-In / Mail Applications:

111 North Rd

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.