



STATE ATTORNEY'S OFFICE

CAREER OPPORTUNITY

OPERATING UNDER THE CORE VALUES OF HONESTY,
INTEGRITY, AND RESPECT.

LOCATION: Fort Myers, Naples, and Punta Gorda

DIVISION: Felony

POSITION TITLE: Legal Assistant

STARTING SALARY: \$31,200 plus Full Benefits

DESCRIPTION:

The Legal Assistant Position works directly with the case management process, producing legal documents and information, preparing witness lists, subpoenas, discovery disclosures, assisting Victims and Witness as needed, as well as obtaining and uploading the necessary paperwork from various e-sources and Law Enforcement Agencies. This 40 hour a week position works closely with Assistant State Attorney's, providing case information to be utilized in court and depositions. Administrative duties include, but not limited, producing basic reports, sorting and filing correspondence, generating dockets and reports from the Integrated Justice Information System database, utilizing outlook, managing calendar's, communicating with various outside agencies.

The qualified candidate must be able to prioritize and have a good grasp of time management. A positive attitude, eagerness to learn and an ability to share feedback/collaborate on current work processes are qualities we are searching for.

Be a part of the team that offers the opportunity to learn and grow within the criminal justice process.

EDUCATION AND TRAINING:

Any combination of training and experience equivalent to graduation from a standard high school or an equivalency diploma.

SKILLS AND ABILITIES:

Knowledge of routine clerical procedures
Must be organized and detailed oriented
Ability to multitask, prepare reports and correspondence
Ability to plan, organize and coordinate work activities
Ability to communicate, effectively

TO APPLY:

Applicants must submit a resume and an Employment Application available at www.SAO20.org to Human Resources, PO Box 399, Fort Myers, FL 33902, or email electronically to supportstaffapplicant@SAO20.org.