



# STATE ATTORNEY'S OFFICE CAREER OPPORTUNITY

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

**LOCATION:** Lee County  
**DIVISION:** Felony and Misdemeanor  
**POSITION TITLE:** Legal Assistant

**DESCRIPTION:**

This position involves: assisting with the daily case management process, which includes running reports, preparing witness lists, subpoenas, and discovery disclosures as well as obtaining and uploading the necessary paperwork from various e-sources. Work with Assistant State Attorneys and follow up on case information as required by them to be prepared for court. Also performs any combination of one or more clerical duties such as making corrections to basic records and reports, sorting, and filing correspondence, generating dockets and reports from the Integrated Justice Information System database, and communicating with various outside agencies. Receives and answers information calls.

**EDUCATION AND TRAINING:**

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

**SKILLS AND ABILITIES:**

Applicant must be detail-oriented and well-organized. Must be able to work independently as well as within a team environment. Computer knowledge and knowledge of routine clerical procedures, ability to scan and upload documents and prepare correspondence, plan, organize, and coordinate work activities. Ability to follow written and verbal instructions. Ability to communicate effectively. Ability to type 35 wpm. Must also have the ability to establish and maintain effective working relationships with others.

Please complete the attached Internal Job Application and email it to [supportstaffapplicant@sao20.org](mailto:supportstaffapplicant@sao20.org).