



# STATE ATTORNEY'S OFFICE

## CAREER OPPORTUNITY

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

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

### **DESCRIPTION:**

This position is in the Misdemeanor Division and involves assisting in the daily case management process, which includes but is not limited to running reports, preparing dockets, subpoenas, and discovery disclosures as well as obtaining and uploading the necessary paperwork from various sources. This candidate would work with Assistant State Attorneys, following up on case information as they require to be prepared for court; perform 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.

### **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. Is Computer literate and has knowledge of routine clerical procedures such as the ability to scan and upload documents, prepare correspondence, plan, organize and coordinate work activities. Ability to follow written and verbal instructions. Ability to communicate effectively. Ability to type 35 wpm. Ability to establish and maintain effective working relationships with others.

### **TO APPLY:**

*Applicants must submit a resume and completed Employment Application to [supportstaffapplicant@sao20.org](mailto:supportstaffapplicant@sao20.org)*