



STATE ATTORNEY'S OFFICE

CAREER OPPORTUNITY

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

LOCATION: Collier County

POSITION TITLE: Legal Assistant I

DESCRIPTION:

The successful candidate will work full time in the Collier County Office. This position will be responsible for the direct support of ASA staff including generating IJIS documents such as subpoenas and discovery disclosures, handling telephone calls, emails, managing ASA's calendar, scheduling depositions and hearings, uploading documents and performing other varied clerical duties. The candidate must have the ability to tactfully handle sensitive situations. Must be able to communicate clearly and effectively (both orally and in writing), both in person and telephonically. The job requirements and tasks are subject to change to meet the needs of the office and the attorney's as they prepare their cases for trial. The ability to accept and embrace change is critical. The successful applicant must be a self-starter with ability to anticipate and address problems either before or as they occur.

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 clerical procedures
Must be highly organized, detail oriented, and flexible
Ability to record information accurately, and in a timely manner
Ability to establish and maintain effective working relationship with all team members
Ability to follow written and verbal instructions and communicate effectively both orally and in writing
Ability to accept responsibility and to act without constant oversight
Knowledge of legal terminology and legal procedures is a plus
Requires uploading, downloading, and scanning documents and media/audio files

TO APPLY:

Applicants must submit a resume and completed Employment Application to supportstaffapplicant@sao20.org