



STATE ATTORNEY'S OFFICE

CAREER OPPORTUNITY

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

LOCATION: Charlotte County

DIVISION: Misdemeanor Division

POSITION TITLE: Legal Assistant I

DESCRIPTION:

We are seeking a positive person with the ability to communicate well, who has excellent organizational skills, and who enjoys working as a team player. This position is responsible for the direct support of ASA staff including generating IJIS documents; handling telephone calls; updating, maintaining, and managing the ASA's calendar; scheduling depositions; disseminating dockets, reports and mail; processing documents; working within the IJIS program; and performing other varied clerical duties as needed. The position will also include going to court. Be a part of the team that offers the opportunity to learn the most about the Misdemeanor 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 highly organized, detailed oriented, and flexible
Ability to multitask and manage a heavy volume of cases
Ability to prepare reports and correspondence.
Ability to plan, organize and coordinate work activities
Ability to follow written and verbal instructions.
Ability to communicate effectively, both orally and in writing
Ability to establish and maintain effective working relationships.

Please email a resume and a SAO Employment Application to: supportstaffapplicant@sao20.org.