



# STATE ATTORNEY'S OFFICE CAREER OPPORTUNITY

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

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

**DESCRIPTION:**

This position is in the Felony Division. A Felony Legal Assistant has many responsibilities in this role. 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. You will work with Assistant State Attorneys to ensure that case and discovery information is up to date. Several clerical duties are required of a legal assistant, including but not limited to coordinating hearing time with Judicial Assistants, scheduling depositions with defense counsel, maintaining ASA calendars, filing court correspondence, generating reports and documents, answering calls as needed, sending discovery information, and other various tasks.

**EDUCATION AND TRAINING:**

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

**SKILLS AND ABILITIES:**

This position requires that an individual be detail orientated, organized, and well communicated. This individual will also need to have basic computer skills, such as scanning and uploading documents, converting document formats, and the ability to work in various computer programs. Communication is a key component for this role as coordination takes place both within the agency as well as with external agencies. Understanding and following written and verbal instruction is necessary as well as having strengths in working independently as well as within a team.

Please email a resume and a SAO Employment Application to: [supportstaffapplicant@sao20.org](mailto:supportstaffapplicant@sao20.org).