

# MUSKINGUM COUNTY POSITION OPENING ANNOUNCEMENT

**DATE:** JULY 28, 2022

**DEPARTMENT:** PROSECUTORS OFFICE

**POSITION TITLE:** LEGAL ASSISTANT

**STATUS:** FULL TIME (35 hours per week)  
Monday – Friday 8:30 AM – 4:30 PM

**SALARY RANGE:** COMMENSURATE WITH EXPERIENCE AND QUALIFICATIONS  
(\$14.00 to \$15.50 per hour)

**DEADLINE:** INSIDE/OUTSIDE APPLICANTS: FRIDAY, AUGUST 12, 2022  
(Applications and/or resumes received or postmarked after deadline will not be considered)

**QUALIFICATIONS:**

- \* Associate Degree or Certificate in Paralegal Studies Preferred
- \* Prior experience in legal field preferred
- \* Proficient with Microsoft Office software
- \* Strong communication skills
- \* Ability to pass all pre-employment screenings

**JOB SUMMARY:** Position is responsible for providing critical support to the prosecuting attorney and/or assistant prosecuting attorneys related to the preparation of adult misdemeanor criminal offenses. Daily tasks include preparing misdemeanor criminal and traffic complaints to be filed in Muskingum County Court; drafting protection orders and subpoenas; preparing discovery for defense counsel and requesting evidence from law enforcement; preparing court documents and daily court files; entering data for misdemeanor criminal and traffic cases; filing court entries and closing active files upon sentencing and conducting legal research. Providing front desk coverage will be required on occasion.

**Position is eligible for Muskingum County's full benefit package including Ohio Public Employees Retirement System; medical/dental/vision/life insurance; Accrued Paid Time Off (Sick, Vacation, and Personal Time).**

**If interested, send completed Cover Letter, Application and Resume to:**

**SACHA DANIELS, OFFICE MANAGER  
MUSKINGUM COUNTY PROSECUTING ATTORNEY'S OFFICE  
27 N. 5<sup>th</sup> STREET, STE 201  
ZANESVILLE, OH 43701  
EMAIL: SLDANIELS@MUSKINGUMCOUNTY.ORG**

**EOE**