

# MUSKINGUM COUNTY POSITION OPENING ANNOUNCEMENT

**DATE:** JULY 19, 2021

**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

**DEADLINE:** INSIDE/OUTSIDE APPLICANTS: MONDAY, AUGUST 2, 2021  
(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
- \* 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 felony & misdemeanor criminal offenses, juvenile delinquency and dependency matters, and civil matters for litigation and/or trial. Duties for this position include, but are not limited to, the following: (1) preparing and filing subpoenas, charging instruments, motions/entries, and other legal documents; (2) compiling and responding to discovery requests; (3) securing the appearance of witnesses or grand jury and/or court proceedings; (4) obtaining documents and/or evidence for litigation; (5) coordinating with the courts, law enforcement agencies, and witnesses on scheduling matters related to trial matters; (6) maintaining court and/or attorney calendars; and (7) providing front desk coverage on an “as needed” basis.

**If interested, send completed Application and Resume via Email to:**

**EMAIL: SLDANIELS@MUSKINGUMCOUNTY.ORG**  
**SACHA DANIELS, OFFICE MANAGER**  
**MUSKINGUM COUNTY PROSECUTING ATTORNEY’S OFFICE**

**EOE**