

Criminal Legal Assistant/Paralegal

We are looking for a bright, energetic, self-starter who would be able to manage criminal files, docket, witnesses, phones, and calendar for the Office of the Tama County Attorney in Toledo, Iowa. The position provides support in the form of handling administrative duties for prosecutors. Responsibilities will include assisting with all facets of criminal, juvenile, and various civil processes including intake, preparation of legal documents and correspondence, assisting with trial preparation, and organizing files, and schedules, among other various duties. The successful candidate will have proven organizational skills in order to keep prosecutors focused on court dates, deadlines, and trials while being able to maintain contact and communication with witnesses, law enforcement, and the judiciary. Strong technology skills are a must. Experience with Microsoft Office, Adobe, and Prosecutor by Karpel is preferred. Must be quick, proficient, organized, and detail oriented.

Responsibilities and Duties:

- Answer phones, office reception, and front desk greetings;
- Maintain calendars and schedules with important deadlines and court dates;
- Schedule and compile investigative records;
- Possess exceptional computer skills and management of case data bases and individual files;
- Communicate with witnesses, victims, attorneys, court personnel, law enforcement etc.;
- Prepare correspondence and pleadings;
- Perform secretarial and general office duties;
- Assist with other functions of the office, as assigned; and
- Assist prosecutors with court proceeding preparation and compliance with protection and restitution orders.

Qualifications and Skills:

- Strong written and verbal communication skills;
- Previous law office experience preferred;
- Self-starter, independent worker with good organizational and time management skills;
- Positive attitude and superior people skills;
- Dependable and highly professional;
- Operate a multi-line office phone system;
- Copy and scan documents;
- Tact and discretion with confidential and sensitive information;
- Electronic filing experience preferred;
- Proficiency in typing;
- Typing dictation and various legal documents preferred;
- Proficiency in legal, Internet, and traditional research tools;
- Strong work ethic and flexibility to meet work requirements; and
- Must be able to prioritize and handle multiple tasks and projects.

Salary: This is a full-time 40 hour per week position. Salary range between \$50,000 - \$55,000. Excellent health and retirement benefits package. Salary commensurate with experience.