JOB POSTING – FRONT DESK/LEGAL ASSISTANT

POSITION: Reception/Legal Assistant STATUS: Full – Time

DEPARTMENT: JCPO WORK SCHEDULE: 8:00-4:30 M-F

DATE WRITTEN: 10/28/2024

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

JOB REQUIREMENTS

- Associate's degree in paralegal studies or related areas, or equivalent combination of education and experience.
- Must be at least 21 years of age.
- Working knowledge of County court system and related legal terminology and requirements, ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.
- Ability to type with speed and accuracy, and properly operate a variety of standard office equipment, including computer, printer, telephone, fax machine, and copier.
- Working knowledge of Standard English grammar, spelling and punctuation, and ability to compose correspondence and prepare documents as assigned.
- Ability to maintain confidentiality of office records and information as required.
- Ability to understand and follow oral and written instructions and work independently and with others in a team environment.
- Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions, often under deadlines.
- Ability to effectively communicate orally and in writing with co-workers, other County departments, attorneys, court personnel, state and local law enforcement agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

ESSENTIAL FUNCTIONS:

- Prepares new and existing digital case files as assigned; closes cases as appropriate.
- Maintains oral and written communication with various law enforcement agencies, defense counsels, courts, probation departments, and other witnesses concerning cases and investigations as assigned.
- Maintains court calendar(s).
- Track all E-Notices.
- Prepares charging information, subpoenas, motions, discoveries, and any other legal documents requested by assigned attorney(s).

Please send cover letter, resume and employment application to Michelle Murray at mmurray@johnsoncounty.in.gov on or before July 31, 2026.