

NOTICE OF EMPLOYMENT OPPORTUNITY
TWO FULL-TIME LEGAL SECRETARY/PARALEGAL POSITIONS
PUBLIC DEFENDER OFFICE, GREENE COUNTY, INDIANA

The Greene County Public Defender Office has two full-time job openings for a legal secretary/paralegal. Anticipated start date is **January 2, 2024**. The ideal candidate for each position is one whom has prior experience working in a law office that provides criminal defense services and is organized, detail oriented, punctual, takes initiative, and able to effectively communicate with clients, attorneys, and the courts. Our office hours are 8am to 4pm, Monday through Friday, with an hour lunch (35 hours per week). The job duties of this position include but are not limited to:

- Preparing pleadings, motions, discovery requests/responses, and other legal documents for review by attorneys
- E-filing legal pleadings for attorneys
- Preparing and mailing correspondence/documents to clients and others as needed
- Answering phone calls and emails
- Communicating in-person and via telephone with clients, witnesses, court personnel, prosecutors, and other legal professionals
- Managing attorney calendars and scheduling appointments
- Managing files (filing documents, opening/closing files, organizing, etc)
- Reviewing and summarizing evidence for attorneys
- Assisting attorneys with interviewing clients and witnesses

Experience with computers, Word/PDF/Powerpoint, e-filing, and scanning documents is a plus.

Must possess a high school diploma, at a minimum, and be able to maintain confidentiality.

The approved 2024 pay for this position is up to \$38,199.00, which will be paid hourly, pro-rated based upon start date, and in accordance with the 2024 Greene County Salary Ordinance. This position may also include benefits.

If interested, please mail a cover letter and resume to Ashley M. Dyer, Greene County Public Defender Office, P.O. Box 86, Bloomfield, IN 47424, or via fax to 812-384-9371, or via email to ashley.dyer@co.greene.in.us.

Applications must be received by 4:00 p.m. on December 1, 2023.

GREENE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER