Office of the
CUSTER COUNTY STATE'S ATTORNEY

Tracy L. Kelley, *State's Attorney*
Wendy T. Lampert McGowan, *Deputy SA*

Legal Assistant Position

Job Description

Core responsibilities:

- **Public & Phone Reception**: Welcome visitors, answer phone lines, take messages, answer questions and/or direct individuals to the proper party for assistance.
- **Document Preparation**: Draft legal paperwork including adult/juvenile court filings, motions, orders, subpoenas and judgments.
- **Case management and court scheduling**: Set up and manage case files, schedule and coordinate court dates, schedule and manage attorney appointments, handle victim notifications and communications, and assist with trial prep.
- **Case Discovery Management**: Compile, track and provide discovery materials to defense attorneys and pro se defendants. Requires outreach and communication with law enforcement officers and agencies to compile reports, evidence, etc….
- **Recordkeeping & Data Entry**: Run criminal and driver history reports, update database and case management systems and process incoming case reports.
- **Discretion & Confidentiality**: Ability to handle sensitive law enforcement & case information related to pending cases and investigations, and maintain confidential case information (including juvenile and abuse & neglect records).

Minimum Qualifications:

- **Education**: High School Diploma or GED certification.
- **Experience**: General clerical or office experience is preferred but not required.
- **Technical Skills**: Knowledge and proficiency in Microsoft Office systems (Word, 360, Excel..) and routine office equipment. Proficiency in typing is essential.
- **Excellent organization:** Position requires attention to detail.
- **Good communication skills:** Both oral and written communication skills is essential. Must possess proficiency in word usage, spelling, punctuation, sentence structure, etc…

Wage: $22.38 per hour plus benefits

Hours: Full-time
Monday through Friday, 8 AM to 5 PM

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