



ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

POSITION: Legal Assistant II, C05, \$35,901 + FRINGE BENEFITS
DEPARTMENT: Office of the State's Attorney
OPENING DATE: 07-12-17 **CLOSING DATE:** 07-26-17

MINIMUM QUALIFICATIONS:

Education: Associates Degree preferred.

Experience: Two years or more of related experience.

Note: Any equivalent combination of acceptable education and experience which has provided the knowledge, skills and abilities cited below may be considered.

ADDITIONAL REQUIREMENTS:

- ◆ Must pass extensive background investigation;
- ◆ Negative drug test result from pre-employment drug screen;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment.

JOB SUMMARY: Perform secretarial duties utilizing legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. May also assist with legal research.

DUTIES:

- ◆ Assists with answering phones, processing mail, and supporting our Community Service Program.
- ◆ Provides case preparation and management services to state's attorneys and the court system;
- ◆ Tracks preparation and progress of cases and assures time requirements are met;
- ◆ Prepares case files and performs data entry for state's attorney's records;
- ◆ Prepares criminal charging documents, motions and other pleadings, and forwards discovery to opposing council; prepares subpoenas and enters same in MDEC (Maryland Electronic Courts) databases;
- ◆ Processes criminal records through the NCIS (National Criminal Information System);
- ◆ Secures police reports, drug analysis, and other investigative documents;
- ◆ Prepares 39A subpoenas;
- ◆ Composes and prepares correspondence for assigned attorneys;
- ◆ Schedules attorney's appointments and maintains appointment calendar;
- ◆ Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to gain thorough knowledge of St. Mary's County Government policies and procedures;
- ◆ Ability to effectively communicate with other staff, attorneys, victims, witnesses, and the public in

a courteous manner;

- ◆ Ability to learn and utilize the MDEC (Maryland Electronic Courts) and the NCIS (National Criminal Information System) databases;
- ◆ Ability to make decisions in accordance with established laws, and federal guidelines, and to apply departmental policies to daily work problems;
- ◆ Ability to understand and follow complex oral and written instructions;
- ◆ Ability to work independently on tasks and maintain records;
- ◆ Ability to plan, organize, and execute continuing assignments accurately, with minimum instruction or review;
- ◆ Effective business English, grammar, legal terminology, and math skills.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Work requires no unusual demand for physical effort.

Work environment involves high risks with exposure to potentially dangerous situations, which require a range of safety and other precautions, e.g., aggressive human behavior, or similar situations where conditions cannot be controlled.

COMPENSATION/BENEFITS:

Hiring Salary: \$35,901 annually

FLSA: Non-Exempt

St. Mary's County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Maryland State Retirement Pension System (SRPS).

SELECTION PROCEDURE: Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview. All candidates will be notified of their selection or non-selection for interview.

TO APPLY: A 2008 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED.

Applications are available at:
Governmental Center, (Potomac Building)
Department of Human Resources, 3rd Floor
23115 Leonard Hall Drive, Leonardtown, MD 20650
Phone: 301-475-4200 extension: *1100 Fax: 301-475-4082
Jobs Line: 301-475-4200 extension: *1109
Email: smchr@stmarysmd.com Website: www.stmarysmd.com
Must press the * key before the extension

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the ADA Coordinator: amber.hebert@stmarysmd.com or (301) 475-4200, Extension: *1110.

APPLY NOW - <http://www.stmarysmd.com/hro/application/HRAapplication.asp>
Applications must be received in the Human Resources Department on or before the closing date regardless of the postmark date.