

Posting

September 3, 2015

VACANCY IN THE MONTGOMERY COUNTY PROSECUTING ATTORNEY'S OFFICE

The Montgomery County Prosecuting Attorney will accept resumes through Friday, September 25, 2015, for the position of Paralegal for the Civil Division. This is a full time, classified position. Minimum starting salary is \$40,000.00 with full benefits including OPERS.

Please see job description attached.

Applicants should mail, e-mail or fax cover letter and resume with references to:

Ms. Barbara J. Plemons
Personnel, Payroll & Benefits Officer
301 West Third Street
P.O. Box 972
Dayton, Ohio 45422
Fax (937) 496-3129
plemonsb@mcoho.org

The Montgomery County Prosecuting Attorney's Office is an
Equal Opportunity Employer

PARALEGAL

JOB RESPONSIBILITY

Responsible for assisting the Attorneys in the Civil Division of the Montgomery County Prosecutor's Office in the day to day management of civil litigation matters in State and Federal Courts. Applicant must be organized, professional, detail oriented, and have strong communication skills.

ILLUSTRATIVE DUTIES:

Organize new litigation matters, setting up and maintaining files.

Organize and docket voluminous discovery requests and responses;

Arrange phone conferences as necessary;

Prepare letters, drafts of complaints and other pleadings and motions with strict compliance to deadlines;

Perform various clerical tasks as needed;

Communicate and interact with judges, bailiffs, attorneys, and witnesses, as well as other court personnel;

Arrange deposition dates, times and locations;

Calendar events and keep track of deadlines;

Research case law and statutes on Westlaw;

NECESSARY SKILLS, KNOWLEDGE AND ABILITIES

Possess a working knowledge of legal office practices and procedures; office equipment; proficiency with Microsoft Word and word processing/typing; legal terminology and general understanding of court procedures. Possess the ability to compose letters and routine legal pleadings; general knowledge of legal matters, applications; procedures, pleadings and practice pertaining to the general practice of law; ability to gather, analyze and classify data; work in a team environment with other support staff, attorneys and supervisor; and have effective oral and written communication skills.

QUALIFICATIONS DESIRABLE FOR EMPLOYMENT

Bachelor's Degree, Associates Degree in Paralegal Studies from an Institution Accredited by the American Bar Association, or extensive on the job paralegal training in the field of civil litigation.