

PICKAWAY COUNTY PROSECUTOR'S OFFICE

PARALEGAL

Salary Range: \$47,840 to \$56,160. (Commensurate with qualifications and experience).

Benefits: OPERS retirement, health, dental and vision insurance, vacation and sick leave, all major holidays off.

Position Summary

The Pickaway County Prosecutor's Office is seeking a motivated, organized, and detail-oriented Paralegal to provide legal and administrative support to the Prosecutor and her assistants. The successful candidate will assist mainly with civil matters such as preparing answers, crossclaims, delinquent tax letters, and delinquent tax foreclosures. Duties will also include working with townships on zoning matters, conducting research and preparing pleadings. As time permits, will also be cross trained to help in all areas of the office.

Essential Duties and Responsibilities

- Provide legal and administrative support to multiple attorneys in the preparation and management of civil, criminal, juvenile and other matters handled by the Prosecutor's Office.
- Draft, proofread, and prepare pleadings, motions, correspondence.
- Conduct legal and factual research utilizing online legal research platforms, public databases, and other resources.
- Answer and direct telephone calls professionally and courteously.
- Perform other duties as assigned by the Prosecutor or Assistant Prosecutors.

Minimum Qualifications

Applicants must possess one of the following:

- Bachelor's Degree from an accredited college or university; or
- Paralegal Certificate from an accredited program; or
- Significant relevant work experience in a legal, governmental, court, law enforcement, title company, bank, or related professional setting that is substantially equivalent to the above educational requirements.

Preferred Qualifications

- Prior experience in a prosecutor's office, law firm, court system, governmental agency, title company, or other legal setting.
- Familiarity with Ohio court procedures and legal terminology.

Computer Skills

- Proficiency in Microsoft Office Suite, including Word, Outlook, and Excel.
- Ability to learn and utilize case management software, electronic filing systems, legal research databases, and document management systems.
- Strong typing, data entry, document preparation, and document formatting skills.

Communication Skills

- Excellent verbal and written communication skills.
- Ability to interact professionally with attorneys, judges, court personnel, law enforcement, victims, witnesses, governmental agencies, and members of the public.
- Ability to maintain confidentiality and exercise sound judgment.

Organizational skills

- Strong attention to detail and accuracy.
- Ability to prioritize multiple assignments and meet deadlines in a fast-paced environment.
- Ability to effectively manage competing demands from multiple attorneys.

Please submit cover letter and resume with interest either via mail or email to:

Jayme Hartley Fountain
Pickaway County Prosecutor
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Circleville, OH 43113
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