



ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

POSITION: Senior Legal Assistant- Hourly, \$19.18 per hour
24 hrs. per week, Monday, Wednesday and Friday
NO FRINGE BENEFITS

DEPARTMENT: Office of the State's Attorney

OPENING DATE: 06-07-17 **CLOSING DATE:** 06-21-17

MINIMUM QUALIFICATIONS:

Education: Associates Degree preferred.

Experience: Three 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: Performs legal administrative and secretarial work; performs other duties as assigned.

DUTIES:

- ◆ Ensures that all cases are assigned trial and hearing dates;
- ◆ Ensures that all rescheduled cases comply with the statutory-time requirement;
- ◆ Coordinates and assigns the States Attorney's files with the appropriate case number;
- ◆ Tracks the movement of each case through all court actions;
- ◆ Drafts orders, pleadings, and other legal documents and obtains relevant signatures;
- ◆ Interviews and meets with witnesses, victims, custodial parents, etc., to determine what court action is necessary and drafts the appropriate pleading;
- ◆ Tracks and reviews major and complex felony prosecutors with Chief Prosecutor;
- ◆ Supervises and advises other Legal Assistants and part-time Student Interns;
- ◆ 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, custodial parents, and the public in a courteous manner;
- ◆ 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: \$19.18 per hour

FLSA: Non-Exempt

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 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.