



# Legal Assistant

Department: District Attorney

Revised: June 2025

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## **Summary:**

Individual will provide clerical support to an Assistant District Attorney.

## **Supervisory Responsibilities:**

This position has no supervisory responsibilities.

## **Duties/Responsibilities:**

- Update criminal files & data entry.
- Answer phone calls.
- Waiting on the public at the counter.
- Scan documents.
- Provide Discovery to defense counsel.
- Communicate with police departments - request evidence and other documents pertaining to criminal cases.
- Maintain Attorney's calendar.
- Assist other Attorneys as needed within the Office.
- Additional duties as assigned by supervisor.

## **Job Requirements:**

- Requirements include a high school diploma or equivalent. Previous clerical or administrative experience, highly preferred.
- Possess oral and written communication skills.
- Detail oriented in order to keep accurate records.
- Proficient in Microsoft Office (Word, Excel, PowerPoint).
- Familiar with the criminal justice system, legal terminology and procedures, or be willing to learn.
- Must pass a pre-employment background check and drug screening.

## **Physical Requirements:**

- Prolonged periods sitting at a desk and working on a computer.
- Occasional bending and lifting.

## **Work Location:**

- Climate-controlled office environment.

## **Company Description**

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

## **County of Lycoming is an Equal Opportunity Employer**

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