Legal Assistant

Department: Public Defender's Office

GENERAL DESCRIPTION

Provide general office support including, but not limited to, the following: answering and directing telephone calls; providing customer service to Public Defender Clients, including intake interviews, sending next court letters and scheduling appointments; maintaining, opening and closing files; operating office machines and personal computers; entering data; updating and maintaining databases; providing support to the Public Defender Staff; filing court documents with the Clerk of Courts, Superior Court, and Pennsylvania Supreme Court; and assisting staff with a variety of administrative duties.

SUPERVISORY RESPONSIBILITIES

None

WORKING CONDITIONS

Office environment with the potential for a high degree of emotional distress due to interactions with individuals who are in highly stressful situations

QUALIFICATIONS

- High school graduate or equivalent and at least two years of related experience
- Preferred formal post-high school training or associate degree in related field; knowledge of criminal justice system
- Ability to use computer programs, such as Microsoft Word, Outlook, Excel, Power Point, with proficiency
- Commitment to serving the public individuals facing criminal charges
- Ability to communicate clearly and concisely
- Ability to exercise good judgment and maintain tact, composure, and confidentiality
- Possession of excellent customer service skills
- Possession of strong organizational skills and attention to detail
- Ability to maintain records, assemble data, and compile reports
- Ability to understand and carry out moderately complex oral and written instructions
- Ability to work independently

NOTE: Prior to hiring, the successful candidate will be required to submit to a criminal background check and a urinalysis screening for use or abuse of drugs or alcohol.

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

This Organization Participates in E-Verify **Esta Organizacion Participa en E-Verify**