

Chatham County Courthouse
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OFFICE OF THE DISTRICT ATTORNEY
FOR THE EASTERN JUDICIAL CIRCUIT OF GEORGIA
DISTRICT ATTORNEY SHALENA COOK JONES

JOB POSTING

Position: LEGAL SECRETARY
Department: Chatham County District Attorney's Office
Salary Range: Based on experience and Chatham County pay scale
Date Range: Continuous Openings

The District Attorney's Office of the Eastern Judicial Circuit has openings for a Legal Secretary. Candidates who meet the minimum qualifications are welcome to apply.

Job Summary: Under general direction, the Applicant will perform administrative and legal secretarial support functions for assigned counsel. Applicant must possess excellent oral and written communication and organizational skills as he or she will be required to prepare, proofread, and edit sensitive legal documents including subpoenas, motions, and correspondence for accuracy, completeness, and compliance with established procedures and standards. Applicant's work requires comprehensive knowledge of all functions and activities of the office, and requires considerable initiative, independent judgment, discretion, and confidentiality in carrying out same. Applicant must work well under time constraints, in a fast-paced, high-volume office. Other duties may be assigned as needed.

Minimum Qualifications: High School Diploma or GED, and three (3) years of experience in a clerical, administrative, or secretarial capacity. Legal knowledge and experience preferred. Applicant must demonstrate proficiency in the use of all Microsoft Office programs. Typing and clerical testing will be conducted during the interview process for selected candidates.

Notice: All employees serve at the discretion of the sitting District Attorney. The District Attorney's Office is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, age, sex, sexual orientation, genetic information, gender identity, national origin, medical, veteran or disability status.

All applications should be directed to the attention of:
Ms. Emma Washington @ ewashington@chathamcounty.org.
Please put JOB POSTING in the Re: line.