 **VT Department of State’s Attorneys and Sheriffs**

**Temporary Legal Assistant III, Franklin County State’s Attorney’s Office**

The Franklin County State’s Attorney’s Office (VT Department of State’s Attorneys and Sheriffs) is seeking a self-motivated, organized, and dependable person to fill a temporary Legal Assistant III position, providing legal support to the State’s Attorney’s Office. Work is under the direction of the State’s Attorney. The position is 20-40 hours per week, M-F. Pay rate will depend upon prior experience. State benefits are not available for temporary positions.

**Summary of Duties:** Examines and prepares legal documents. Reviews incoming material and helps assemble and prepare legal documents and discovery materials. Obtains information from files, client agencies, court records, etc., and submits drafts or completed documents to supervising attorney. Accurately prepares, types and proof-reads correspondence, forms and documents; transmits and files documents. May assist with e-filing, public records management/archiving, and sealing and expungement. Data entry into SAS case management systems updating and closing cases. Helps attorneys prepare for trials, hearings and negotiations. Coordinates with victim advocates. Helps verify citations and statutory references. May calendar hearings, work and other events for the SA and DSA staff. Must maintain strict confidentiality of all information relating to cases and adhere to state and federal confidentiality laws and policies. Must be timely in reporting to work and dependable in attendance. Must consistently demonstrate good judgment, courtesy and tact. Must establish and maintain effective working relationships with supervisors and co-workers, partner agencies and organizations, and the public. Must have excellent interpersonal skills. Must represent the office in a professional manner at all times, both off and on duty. May perform other related duties as assigned by the State's Attorney.

**Knowledge, Skills and Abilities:** Considerable knowledge of legal practices and procedures. Knowledge of law office practices and procedures. Ability to learn and apply departmental policies and procedures. Ability to review legal documents and prepare responses for review by attorney(s). Must establish and maintain effective working relationships. Must possess excellent skills to communicate verbally and in writing.

**Environmental Factors**: The job requires the ability to manage multiple tasks, to pay attention to detail and to follow through on assignments. Pressure from deadlines and workload is routine. Most duties are performed in an office setting. Assignments may require occasional travel to court houses, other state agencies and other law offices.

**Minimum Qualifications**: Paralegal Degree and 2 years performing paralegal/ legal administrative work; OR Bachelor's or Associates Degree and employment history (including clerkships or internships) that establishes skills in research (legal or other professional-field) and writing; preference for relevant discipline; OR a J.D. Degree (or current law school student).

**DO NOT APPLY ONLINE**: Interested candidates must send cover letter, resume with specific dates of employment, and a list of 3 work-related references (title, organization, daytime phone) by September 19 to: State’s Attorney Jim Hughes at [jim.hughes@vermont.gov](mailto:jim.hughes@vermont.gov); AND to SAS Central Office at [sas.jobs@vermont.gov](mailto:sas.jobs@vermont.gov);

*The Vermont Department of State’s Attorneys and Sheriffs is committed to equal employment opportunity for all individuals, and to providing a work environment free of discrimination and harassment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, ancestry, national origin, place of birth, age, protected veteran or disabled status, genetic information, or crime victim status.*