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

**Temporary Legal Assistant III - Orleans County, Newport**

The Vermont Department of State’s Attorneys and Sheriffs seeks a self-motivated, organized, and dependable person for a temporary Legal Assistant III position, providing legal support to the Orleans County State’s Attorney’s Office. Work is under the direction of the Orleans County 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.
* Assist attorneys in preparation for trials, hearings and negotiations.
* Coordinates with victim advocates.
* Help verify citations and statutory references.
* May schedule hearings, work and other events for the SA and DSA staff.

**Knowledge, Skills and Abilities:** Considerable knowledge of legal practices and procedures as well as 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 with supervisors and co-workers, partner agencies and organizations, and the public. Must maintain strict confidentiality of all information relating to cases and adhere to state and federal confidentiality laws and policies. Must possess excellent skills to communicate verbally and in writing. Must represent the office in a professional manner at all times both on and off duty. Must consistently demonstrate good judgment, courtesy and tact. Must be timely in reporting to work and dependable in attendance. May perform other related duties as assigned by the State's Attorney.

**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 should send a brief cover letter, resume with starting month/year and ending month/year for each job, and 2-3 work-related references with daytime phone numbers to Orleans County State’s Attorney Farzana Leyva at Farzana.Leyva@vermont.gov **and** to SAS Central Office at sas.jobs@vermont.gov. Please indicate where you heard about this position. This position is open until filled.

*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.*