

## **Legal Assistant – Johnson County Prosecutor’s Office**

### **JOB REQUIREMENTS:**

- Associate Degree in paralegal studies or related area, or equivalent combination of education and experience.

### **ESSENTIAL FUNCTIONS:**

- Prepares new and existing case files as assigned; closes cases as appropriate.
- Prepares pleas, subpoenas, discoveries, motions, orders, amend charges, recall warrants, and transfers as appropriate; notifies police, civilian witnesses and other court witnesses of court dates, pleas, and case related issues.
- Performs various clerical and related duties as assigned.
- Maintains oral and written communication with various law enforcement agencies, defense counsels, courts, probation departments, and other witnesses concerning cases and investigations.
- Answers phone and greets visitors; responds to telephone inquiries about cases, court, and investigation matters as appropriate.
- Assist other Office staff as assigned.

Please send resumes for consideration to Ami Davis [ajdavis@co.johnson.in.us](mailto:ajdavis@co.johnson.in.us)