

The Office of the Jefferson County Prosecuting Attorney is seeking to fill the position of Legal Assistant/ Office Paralegal in its Civil Division. The primary responsibility is to assist the assistant prosecuting attorney(s) in managing the civil litigation caseload to include, but is not limited to: maintaining litigation files and calendar; draft correspondence and pleadings; file documents via e-filing systems (State and Federal); and other tasks, as assigned. The position also assists the attorneys in the civil division with other duties in their role as counsel for the Jefferson County Commission, its Boards, agencies, and departments, under authority of the Prosecutor, as well as assisting the attorneys as required when they provide advice to elected officials.

Requirements/skills: Computer proficiency with Microsoft Office (Word, Excel and Outlook); excellent verbal and written communication skills; respect for confidentiality; attention to detail; ability to work independently.

Ideal candidate will have associate's degree or five years legal experience; will be highly organized; and will have prior experience using the West Virginia e-filing system.

Employee benefits package includes West Virginia Public Employees Retirement System plan, health insurance, paid vacation leave, paid sick leave and up to thirteen paid holidays per year. Normal work hours are 9-5, Monday through Friday. Salary will be commensurate with experience. Email cover letter and resume to: Matthew Harvey, Prosecuting Attorney for Jefferson County, mharvey@jcpawv.org, and note "legal assistant/paralegal position" in the subject line.

Position to remain open until filled.