

**VACANCY IN THE MONTGOMERY
COUNTY PROSECUTING ATTORNEY'S OFFICE**

The Montgomery County Prosecuting Attorney will accept resumes for the position of Paralegal for the **Civil Division**. This is a full time, classified position. Minimum starting salary is \$52,000.00 with full benefits including OPERS.

Applicants should mail, e-mail or fax cover letter and resume with references to:

Ms. Karen Clift
Personnel, Payroll & Benefits Officer
Montgomery County Prosecutor's Office
301 West Third Street, P.O. Box 972
Dayton, OH 45422
Fax (937) 496-3129
cliftk@mcoho.org

Paralegal (see attached job description)

Minimum starting salary is \$52,000.00.

Full county benefits include participation in the Ohio Public Employees Retirement System (OPERS); access to deferred compensation programs; health insurance with an HSA match, dental and vision insurance, wellness program, life insurance, paid vacation/sick/holiday leave, and access to short-term disability and employee assistance programs. More information about benefits can be found on the Montgomery County Benefits website: www.mcbenefits.org.

Additionally, the Montgomery County Prosecutor provides employees with six weeks of paid parental leave (concurrent with available twelve weeks of leave under FMLA, if eligible) in addition to sick and vacation leave, plus the possibility of working one day per week remotely. Staff may also be eligible for Public Service Loan Forgiveness (PSLF).

PARALEGAL

JOB RESPONSIBILITY

Responsible for assisting the Assistant Prosecuting Attorneys assigned to the Montgomery County Prosecuting Attorney's Civil Division in the day-to-day management of civil litigation matters in State and Federal Courts. Applicant must be organized, professional, detail oriented, and have strong communication skills.

ILLUSTRATIVE DUTIES:

Organize new litigation matters, setting up and maintaining files;

Organize and docket voluminous discovery requests and responses;

Arrange phone conferences as necessary;

Prepare letters, draft complaints and other pleadings and motions with strict compliance to deadlines;

Perform various clerical tasks as needed;

Communicate and interact with judges, bailiffs, attorneys and witnesses, as well as other court personnel;

Arrange deposition dates, times and locations;

Calendar events and keep track of deadlines;

Research case law and statutes on Westlaw;

Perform any other duties assigned by the Prosecuting Attorney or his Assistant Prosecuting Attorneys.

NECESSARY SKILLS, KNOWLEDGE AND ABILITIES

Possess a working knowledge of legal office practices and procedures; office equipment; proficiency with Microsoft Word, word processing/typing, and Microsoft Excel; legal terminology and general understanding of court procedures. Possess the ability to compose letters and routine legal pleadings; general knowledge of legal matters, applications, procedures, pleadings and practice pertaining to the general practice of law; ability to gather, analyze and classify data; work in a team environment with other support staff, attorneys and supervisor; and have effective oral and written communication skills.

QUALIFICATIONS DESIRABLE FOR EMPLOYMENT

Bachelor's Degree, or Associates Degree in Paralegal Studies from an institution accredited by the American Bar Association, or extensive on the job paralegal training in the field of civil litigation.

