

JOB OPENING

LAGRANGE COUNTY PUBLIC DEFENDER'S OFFICE

Paralegal

The Paralegal for the LaGrange County Public Defender's Office is responsible for preparing and filing legal documents and correspondence, maintaining electronic case files, maintaining attorney calendars, reviewing discovery materials with clients, preparing and issuing subpoenas, securing witness statements, and assisting Public Defenders with hearing and trial preparation.

Qualifications: Baccalaureate or associates degree in paralegal, criminal justice, or related field is required. Must have or be able to obtain paralegal certification. Legal case management experience is required. Must be organized and detail oriented and self-starter who is able to work unsupervised; have knowledge of legal terminology and standard legal procedures/practices; and have the ability to make practical application laws governing criminal proceedings; assist attorneys with preparation of legal documents.

Position is hourly, non-exempt status. Hourly rate is up to \$27.95 depending on experience. Benefits include health, vision, dental, and life insurance, retirement plan, paid time off, and employee assistance plan.

For a full job description a, interested candidates should email Jenny Landez, H. R. Director, at jlandez@lagrangecounty.in.gov .

[Click here to easily apply online](#) or scan
the QR code.



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