

Montgomery County Public Defender's Office

ADMINISTRATIVE ASSISTANT

The Montgomery County Public Defender's Office (MCPDO) seeks zealous and dedicated administrative professionals to serve as Administrative Assistants. All MCPDO employees will provide high quality representation to indigent defendants. Ideal Administrative Assistants combine demonstrated interest in the representation of indigent clients with superior administrative skills. The Administrative Assistant is responsible for ensuring that all case files are organized and up-to-date, and that all clients receive the highest level of customer service. Administrative Assistants will be one of several non-legal and legal professionals on the MCPDO team who work together to ensure that clients receive the highest level of legal and professional services possible. Because the performance requirements of this position entail regular access to highly privileged and confidential information, an Administrative Assistant must comport oneself in a manner consistent with the responsibilities entrusted to the position.

PRIMARY JOB DUTIES AND RESPONSIBILITIES:

- Create and maintain physical and digital files;
- Prepare various documents (e.g., correspondence, internal memorandum, pleadings, and subpoenas) making sure that the documents are properly formatted and the spelling, punctuation, and grammar is correct;
- Edits and proofreads initial drafts, transcribes dictation, performs cite checking and assembles copies with attachments for filing and mailing;
- Communicate with attorneys, clients, various court officials and the public;
- Manage and maintain attorney calendars, including arranging meetings and conference, and recording future court appearances on the office master calendar and the personal calendar of the Assistant Defender(s);
- Notify clients of the dates and times of court appearances and appointments with the Assistant Defender(s) and defense experts;
- File, serve, and deliver documents as necessary;
- Facilitate defense team communication by keeping all members as informed as possible.
- Transcribe dictation, case related audio tapes and court proceedings, (e.g. 911 recordings, preliminary hearing tapes, plea tapes, witness interviews, etc.);
- Type, assemble, and prepare briefs;
- Review, assemble, and enter client/case information in office case management system;
- Assist counsel in the preparation for hearings and trials;
- Arranges for courier or express mail services and oversees outgoing mail;
- In some circumstances, back-up receptionist; and
- Assist Information Technology Officer with simple IT Tasks.

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We encourage all qualified applicants to apply without regard to age, color, national origin, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression.

THE SUCCESSFUL CANDIDATE WILL HAVE:

- Working knowledge of legal secretarial principles, practices, and methods;
- An understanding of district and circuit court rules and protocols;
- Working knowledge of the rules of grammar, punctuation, and spelling;
- Strong computer skills;
- Proficient in various computer applications including the MS Office Suite, Adobe Acrobat and other legal office software;
- Skill in using general office equipment including scanners, copiers, multi-line telephones, etc.;
- Skill in working and communicating with the public;
- The ability to compile, assemble, and maintain large amounts of data and documents;
- The ability to type a minimum of 60 wpm and proficiency in using transcribing equipment;
- The ability to communicate effectively, both orally and in writing;
- The ability to establish and maintain active, healthy working relationships;
- The ability to prioritize work, manage time, and stay organized.
- A general understanding of office confidentiality practices, including attorney/client privilege;
- The ability to analyze and apply relevant policies and procedures to office operations;
- The ability to communicate orally and in writing;
- Experience in successfully providing legal support services to multiple attorneys;
- Experience in preparing and editing legal documents;
- The ability to understand rules of the District and Circuit Courts that are relevant to assigned tasks;
- The ability to successfully initiate and complete electronic filing of various documents on court websites;
- Promptness in notifying attorneys and clients of upcoming appointments in court, or with team members or community resource/treatment facility;
- The ability to appropriately screen and route incoming telephone calls and mail;
- The ability to handle routine correspondences for assigned attorneys;
- Knowledge of business and workplace etiquette; and
- A willingness to perform general office tasks such as answering MCPDO phones or staffing other areas when one's own workload permits.

SKILLS/QUALIFICATIONS:

- Graduation from high school, or educational equivalent, supplemented by legal secretarial and/or legal assistant training. Some training as legal secretary and/or legal assistant is highly desirable. College level coursework will be highly preferred.

COMPENSATION AND BENEFITS:

Salary Range – \$20,174.40 - \$36,489.00

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Employees of the Montgomery County Public Defender's Office receive State of Alabama employee benefits including:

- Low-Cost Health/Dental Insurance (Single Coverage);
- Optional Family Coverage (Health/Dental);
- Accrue Thirteen Annual Leave Days per Year;
- Accrue Thirteen Sick Days per Year;
- Thirteen Paid Holidays per Year;
- Retirement Plan; and
- Flexible Employee Benefit Plans.

Interested applicants should send a resume and cover letter to careers@montgomerydefender.org
Please indicate the position you are applying for in the subject line.

Positions within the Montgomery County Public Defender's Office are at-will and not subject to the State of Alabama's Merit System.

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