



Legal Assistant

Explore. Thrive. Belong.

Jefferson County is the Heart of the Heartland. We offer the best of Wisconsin living with safe, family oriented, vibrant business and civic communities surrounded by picturesque farmland. Jefferson County is proud of our small-town living options and easy access to major urban centers.

WHAT WE ARE LOOKING FOR

We're looking for a detail-oriented professional who thrives in a busy office environment. Strong communication skills, the ability to juggle multiple responsibilities, and working well on a team are key. If you're tech-savvy and take pride in staying organized, we'd love to have you on our team—especially if you have experience working with confidential records or court-related programs.

WHAT YOU WILL DO

This position provides support to the prosecutors in the Jefferson County District Attorney's Office by handling a variety of legal secretarial and administrative tasks.

SOME ESSENTIAL RESPONSIBILITIES

You will be successful in this role by completing the following tasks and responsibilities:

- Creates, maintains, and enters information into databases. Uses computers for various applications, such as database management or word processing.
- Sets up and manages paper or electronic filing systems, recording information, updating paperwork, or maintaining documents/media, such as participant records, correspondence, or other material.
- Operates office equipment, such as scanner, printer, copier, or phone.
- Evaluates, filters, and prioritizes all case file information from the public and inquiries from many medias and provides excellent customer service to all case parties that request case file information and to the general public.
- Answers telephones and gives information to callers; takes messages or transfers calls to appropriate individuals. Greets the public, answers general questions, processes mail, and orders supplies.

Requirements:

- Three years related experience and/or training; or Associate's degree and one year experience; or an equivalent combination of education and experience. High school diploma or equivalent required.

Preferred Requirements:

- Four years' related experience and/or training; or a bachelor's degree from a college or university; or an equivalent combination of education and experience.

Other Requirements – Certificates/Licensures (not required)

- Notary public. E-Time Certification.



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Wage & Benefits

The starting hourly wage range is \$21.91 - \$23.16 per hour depending on qualifications.
Full range extends to \$28.17 per hour

Benefit Highlights

- Paid Vacation
- Health insurance
- Health insurance Opt Out Plan
- Dental & Vision insurance
- Life insurance
- Wisconsin Retirement System
- Health Savings Account
- Deferred Compensation Program
- Group Life insurance
- Short & Long Term Disability

Employees at Jefferson County Value

- Competitive Pay
- Excellent Benefits
- Great Coworkers
- Flexibility
- Advancement & Opportunity
- Family Culture

HOW TO APPLY: For a full job description and link to apply online, please visit the County's web site at www.jeffersoncountywi.gov

Jefferson County is an Equal Opportunity Employer