



Legal Assistant/Legal Support Specialist

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 IN A LEGAL ASSISTANT/ LEGAL SUPPORT SPECIALIST

Be part of a high-impact, high-energy team in the District Attorney's Office! You'll support case preparation by managing legal documents, maintaining records, and coordinating with attorneys, law enforcement, and the courts. As you gain experience, you'll take on more complex tasks like managing discovery and assisting with in-custody cases—all while contributing to the pursuit of justice.

WHAT YOU WILL DO AS A LEGAL ASSISTANT/ LEGAL SUPPORT SPECIALIST

This position supports the District Attorney's Office by performing legal administrative work essential to case preparation and prosecution. Legal Assistants handle legal documents, maintain case records, and coordinate with attorneys, law enforcement, and the courts. Work is performed under closer review at the entry level. As experience and proficiency are demonstrated, Legal Support Specialists take on more complex tasks with greater independence, including managing discovery and supporting in-custody cases.

SOME ESSENTIAL RESPONSIBILITIES OF THE LEGAL ASSISTANT/ LEGAL SUPPORT SPECIALIST

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

- Reviews and prioritizes all incoming case-related documents and communications to support timely progression of cases and response to statutory deadlines.
- Maintains and organizes case files, inputs data into the PROTECT database, and monitors court-related deadlines.
- Coordinates hearing and court schedules, ensures attorneys and materials are prepared, and notifies necessary parties.
- Obtains and organizes records, including police reports, media, criminal histories, and certified documents to support prosecution.
- Assists with preparing and distributing discovery materials, ensuring adherence to timelines and confidentiality rules; redactions and independent handling occur with experience and oversight.
- Supports maintenance of discovery logs and dissemination records as required for legal compliance and billing.
- Drafts legal documents and correspondence with accuracy and attention to detail, applying increasing discretion with experience.

Requirements:

- **Legal Assistant**
 - Associate's degree from a two-year college or technical school in Paralegal, Criminal Justice, or a related field, and
 - One to two years of related experience and/or training, or
 - Equivalent combination of experience and training
- **Legal Support Specialist**
 - Associate's degree from a two-year college or technical school in Paralegal, Criminal Justice, or a related field, and
 - Four years of progressively responsible and related, legal administrative experience, including demonstrated proficiency in discovery, confidentiality compliance, and independent case management in a similar setting as a District Attorney's Office, or
 - Equivalent combination of experience and training



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Preferred Requirements:

- Valid Wisconsin Notary public certification
- Bachelor's degree in Criminal Justice or related field
- Bilingual in English and Spanish

Other Requirements – Certificates/Licensures (not required)

- Must pass a criminal background check and be eligible for and maintain E-Time certification through law enforcement fingerprinting background clearance.
- May be required to sign a confidentiality agreement or oath of office.

Wage & Benefits

Legal Assistant: \$21.91 - \$23.16 per hour depending on qualifications.

Full range extends to \$28.17 per hour

Legal Support Specialist: \$24.12 – 25.51 per hour depending on qualifications.

Full range extends to \$31.03 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.jeffersoncountymi.gov

Jefferson County is an Equal Opportunity Employer