



**Open Position:** Legal Assistant

**Grade** 170

**Salary** \$20.81/hour

- Job Duties**
- Responsible for preparing legal documents; petitions complaints, information, indictments, orders jury instructions, various legal motions and trial briefs, drafting letters and memorandum, collects and collates reports for preparing case files
  - Assists and prepares information for attorneys for trial preparation and work with all intuits of law enforcement for gathering any actual evidence in regards to a given case
  - Responsible for maintaining office files, screen calls and assists with office visitors.

- Minimum Qualifications**
- Must have a High School Diploma/GED, Associate's degree preferred.
  - Three years of prior experience in law research, preparation of legal documents, interviewing witnesses and victims and investigation of facts.
  - Must submit to/pass pre-employment drug screen/background check.

- How to Apply**
- Please upload your resume and cover letter [here](#) and
  - Submit your application via Jackson County Jobs webpage. [Click here.](#)

Jackson County Prosecutor's Office  
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