

Prosecuting Attorney for the 60th Judicial Circuit of Indiana

Digital Media Paralegal

Full Time Position

FLSA Status: Non-exempt

Assists Prosecutor, Deputy Prosecutors, Technical Litigation Advisor, as well as other Paralegals, and other staff as needed.

Essential Duties and Responsibilities: Position will be responsible for gathering, logging, and distributing digital evidence from multiple police agencies within St. Joseph County. Applicant will work with attorneys and paralegals on trial preparation and be able to assist with courtroom technology. Applicant will be expected to manage multiple projects with varying deadlines. Should be well organized. Needs to have knowledge of Windows operating systems.

Familiarity with the following software/programs preferred:

Microsoft Suite, Camtasia, VLC, Audacity, Axon's evidence.com, Motorola's Watchguard, Availweb's Utility, iRecord, Avigilon, Apple iOS, Handbrake, Genetec, as well as dozens of proprietary video players used in surveillance cameras throughout the county.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Education and/or Experience: Bachelor's degree preferred but high school graduation with language and mathematical skills and computer and equipment operation skills equivalent to a business school certificate or comparable experience is acceptable.

Physical Demands: Employee must be able to sit and perform common clerical tasks; carry files and supplies as needed; walk short distances to equipment and converse with co-workers regarding office duties. Position does not require any heavy, repetitive, or overhead lifting.

Work Environment - Interior office environment in close proximity to other administration section employees.

Salary - Determined when individual is appointed and reviewed from time to time during the year

[Digital Media Paralegal @ St. Joseph County, IN](#)