NOW HIRING: LITIGATION PARALEGAL

Juvenile Justice & Criminal Prosecution

HANCOCK COUNTY PROSECUTOR'S OFFICE | GREENFIELD, INDIANA

Salary: Approximately $47,000 annually | Position: Full-time, non-exempt | Schedule: Monday–Friday, 8:00 a.m.–4:00 p.m.; occasional extended hours

The Hancock County Prosecutor's Office is seeking an organized, dependable, and motivated Litigation Paralegal to join our team, with primary responsibility for supporting juvenile delinquency prosecution.

This is an exciting opportunity to help build and shape a new approach to juvenile justice in one of Indiana's most rapidly growing communities.

Working alongside our newly established juvenile prosecution position, the successful candidate will help develop effective case management practices and improve coordination with juvenile probation, the courts, law enforcement, and community partners.

The paralegal will work closely with our experienced team of paralegals, deputy prosecutors, and other criminal justice professionals. While primarily assigned to juvenile matters, the position will also support adult criminal prosecutions and other office responsibilities as needed.

PRIMARY RESPONSIBILITIES

- Assist deputy prosecutors in managing juvenile and adult criminal cases from filing through disposition.
- Prepare and electronically file legal documents, including juvenile petitions, motions, and subpoenas.
- Organize discovery, evidence, reports, and case materials.
- Maintain electronic case records, track deadlines, and coordinate court proceedings.
- Prepare case materials and assist with hearings and trials.
- Communicate with courts, juvenile probation, law enforcement, attorneys, victims, and witnesses.
- Support the development of consistent juvenile case management practices.
- Assist other prosecution teams and perform additional duties as needed.

QUALIFICATIONS

- High school diploma or GED; paralegal education or legal office experience preferred.
- Strong organizational skills, attention to detail, and the ability to manage competing priorities while working effectively as part of a team in a fast-paced environment.
- Excellent communication, computer, and administrative skills.
- Sound judgment, professionalism, and ability to maintain confidential information.
- Initiative, dependability, and willingness to learn.

Prior juvenile justice experience is not required.

HOW TO APPLY

Submit a résumé to **pa@hancockin.gov**

Hancock County provides reasonable accommodations for qualified applicants with disabilities in accordance with applicable law.