



GOVERNMENT OF

Monroe County
I N D I A N A

Home of Indiana University

NOTICE OF JOB OPENING

Department Name:	PUBLIC DEFENDER OFFICE
Position Title:	PARALEGAL
Position Summary:	Research, investigate facts, and assist in preparing motions, appeals, and legal arguments. Draft legal briefs, pleadings and appeals. Clerical support as needed.
Job Responsibilities:	Paralegal support to department attorneys that represent indigent persons in various types of cases, i.e. criminal, CHINS, termination of parental rights, and appeals.
Qualifications:	Law School graduate preferred. Commitment to indigent criminal defense. Computer literacy, minimum typing 60 WPM, knowledge of standard legal procedures, successfully pass a post offer drug screen and criminal history background check. Ability to work with minimum supervision and in a team environment. Previous experience helpful.
Salary:	Full Time Position: 40 hour week M-F 8AM-5PM Minimum Annual Salary: \$39,520 with benefits
Deadline for Application:	Resume AND References Until filled
Submit to: *** NO PHONE CALLS *** ***** PLEASE *****	Please submit by email to hstuffle@co.monroe.in.us or by mail to Monroe County Public Defender Attn: Heather Stuffle, Executive Assistant 304 N. Morton Street Bloomington, IN 47404-3733

Monroe County is an Equal Opportunity Employer