

OFFICE OF THE PUBLIC DEFENDER TENTH JUDICIAL CIRCUIT

JOB ANNOUNCEMENT

Position: Paralegal (Part-Time)
Location: Oconee County Office (Walhalla, SC)
Application Deadline: April 29, 2015

The 10th Circuit Public Defender Office is accepting applications for a Part-Time Paralegal to be stationed in the Oconee County office. The Public Defender Office was created by the Indigent Defense Act of 2007, to provide representation of indigent defendants charged with crimes in Anderson and Oconee Counties. Office headquarters are located in Anderson, South Carolina with a branch office in Walhalla, South Carolina

Job Description: The Paralegal will provide support to attorneys in preparing cases for court. Major responsibilities of this position include but is not limited to docketing duties (opening, updating and closing files, tracking file activity and hearing dates), scheduling appointments, interviews and conferences, conducting witness interviews, draft legal pleadings and letters, legal research, receive visitors and telephone callers, clerical and administrative support to attorneys, coordinate application process for counsel for incarcerated clients; serving subpoenas; delivery of documents to courthouse and other local offices; general office duties and other duties as assigned by supervisor.

Requirements and Qualifications: The Paralegal must be highly motivated and detail oriented while possessing excellent problem solving and organizational skills. The Paralegal shall be proficient in Microsoft Office software program and have strong computer skills. Position requires excellent written and oral communication skills, exceptional customer service skills, and professional judgment and the ability to maintain confidential information.

Some college experience, a paralegal certificate and/or experience as a litigation paralegal preferred but willing to train the right candidate that possesses the work ethic to learn.

The Paralegal shall be a US Citizen or eligible to work in the United States and possess a valid SC Driver's License and reliable transportation.

Salary and Benefits: The salary for the position will be fixed commensurate with the experience and qualifications of the applicant within a range from \$12 to \$18 per hour at 20-22 hours per week.

Application Information: Qualified persons may apply by forwarding a letter of interest, resume and list of 3 references, by mail, fax or email (in PDF format) to:

Hervery B. O. Young
10th Circuit Public Defender Office
301 Camson Road
Anderson, South Carolina 29625
Fax: (864) 260-4134
Email: hoyoung@andersoncountysc.org

APPLICATION DEADLINE IS 5:00 pm EST, WEDNESDAY, APRIL 29, 2015

The Tenth Circuit Public Defender Office is an Equal Opportunity Employer.