



WEXFORD COUNTY, MICHIGAN

Administration Office, 437 E. Division, Cadillac, MI 49601 231-779-9453 231-779-9745 FAX

Position Available – Internal/External Posting **Job Title: Public Defender Paralegal**

Classification: Level M2 (non-union)
Full-time (75 hours bi-weekly)
Full Benefits

Hourly Wage: \$16.67 - \$22.69

- Qualifications:**
- Bachelor's Degree
 - Knowledge of modern office methods, practices and techniques
 - Ability to effectively work with the public, clients, court staff, and fellow employees
 - Possess a general knowledge of the court process for District and Circuit Courts
 - Assist in obtaining information from clients essential for effective representation
 - Ability to prepare and send out legal correspondence to clients and courts regarding individual cases
 - Ability to answer phones in a professional manner and obtain information necessary; give clear messages to the attorneys when they are not immediately available
 - Computer Proficiency: Windows, Excel, and related software applications
 - Ability to type well
 - Ability to maintain confidential client information
 - Ability to do legal research using ICLE and/or WestLaw, and other resources
 - Ability to prepare legal Motions, Briefs, Orders, and other legal documents for filing with the courts

Supervision: Chief Attorney, Indigent Defender Office

Application Due: Application deadline is 4:00 p.m. on Thursday, October 18, 2018. Cover letter, Resume and application should be submitted to the Administration office: 437 E. Division St. Cadillac, 49601.

Posted: October 4, 2018