COUNTY OF PETTIS

Date posted: October 7, 2026
Pay: $17.00 per hour
Job Type: Full-Time, 40 hours per week
Job Title: Legal Assistant I

The Pettis County Prosecuting Attorney's Office is seeking a tech-savvy, detail-oriented professional to support prosecutors, maintain sensitive case records, and help ensure accurate court-calendar and document management. This public-facing position requires sound judgment, discretion, empathy, and a polished professional manner when working with law enforcement, court personnel, attorneys, victims, witnesses, and members of the public. Legal Assistant I performs legal support work under established procedures, with guidance available for unfamiliar assignments.

Essential Duties

- Answer high-volume telephone calls, receive visitors, route inquiries, and provide courteous, accurate assistance within authorized limits.
- Coordinate court dates, filings, and deadlines: maintain attorney calendars; schedule routine court dates, meetings, hearings, and appointments; and promptly communicate changes.
- Track assigned court dockets, filing dates, and routine deadlines using established office procedures.
- Communicate with victims, courts, and law enforcement agencies; request police reports, digital evidence, and supplemental records from law enforcement and partner agencies.
- Create, label, convert, and organize case files and multi-page PDF packages using approved software.
- Draft, proofread, and format routine pleadings, correspondence, subpoenas, notices, and legal forms in criminal law matters.
- Maintain and update case files and case information in office systems, including PROSECUTORbyKarpel when assigned.
- Handle personal information, criminal histories, and confidential legal documents in accordance with office policy, legal ethics, and applicable law.
- Maintain an orderly, respectful front-office environment and perform other related duties as assigned.

Minimum Qualifications

- High school diploma or equivalent.
- Accurate data entry, proofreading, file management, and attention to detail.
- Working knowledge of Microsoft Word and Outlook and the ability to learn specialized case-management software.
- Working knowledge of PDF creation, organization, and redaction tools such as Foxit PDF Editor or Adobe Acrobat.
- Dependability, professional communication, sound judgment, and strict confidentiality.

Preferred Qualifications

- Six months of experience in a legal, court, law-enforcement, government, or other professional office setting.
- Associate's degree.
- Familiarity with criminal-law terminology, court proceedings, discovery materials, or PROSECUTORbyKarpel.

Pettis County offers a full comprehensive benefits package that includes:

- Paid vacation
- Paid Sick
- Retirement package
- Dental
- Health
- Vision
- Life Insurance
- Paid holidays

Pettis County is committed to avoiding any unfair treatment or discrimination in employment policies and practices as related to race, religion, national origin, ancestry, sex or age.

Pettis County is an equal opportunity employer. All employees are employed "at will" and may be terminated at any time by the County. An employee may also terminate his or her employment with the County at any time.