

**Department of Human Resources**  
Carroll County Government  
225 North Center Street, Room 100  
Westminster, Maryland 21157  
410-386-2129



Currently accepting applications for:  
**Legal Assistant**  
**Department of the County Attorney**

An Equal Opportunity Employer

### **Legal Assistant – Department of the County Attorney**

\$19.04 hourly (Grade C09), 40 hours per week

Hours are typically Monday through Friday from 8:00 am – 5:00 pm

**Apply by 5:00 pm on Wednesday, January 19, 2022**

The Department of the County Attorney is currently seeking a professional, customer service oriented Legal Assistant to perform a variety of administrative, paralegal, clerical, public relations, and project-related tasks to support the department.

As the Legal Assistant, you will work under the direction of the County Attorney and provide legal assistance to all of the attorneys in the department; work independently as well as under the direction of attorneys in drafting a variety of correspondence, agreements, leases, and a variety of other documents; e-file legal pleadings in the District and Circuit Courts; provide support services, make appointments, coordinate meetings (both in-person and virtually), keep up-to-date files and department records. You will also be responsible for preparing documents related to adult guardianship cases; permit and zoning violations; litigation; collections of bad debts owed to the County; leases of County property; Public Information Act requests; contracts and agreements; legislation; public hearing process; and any other tasks assigned to support the attorneys.

The ideal candidate for this opportunity will have excellent computer skills with attention to detail along with excellent written and verbal communication skills, be able to demonstrate the ability to maintain an effective follow-up system and must maintain confidentiality.

Click [here](#) for the full job description

#### **Qualifications:**

1. Type at no less than 45 words per minute; **and**
2. Associates of Arts degree, including paralegal courses; and
3. Three years legal/administrative experience; **or**
2. High school diploma or GED; and
3. Five years legal/administrative experience\*

*\*A comparable amount of training and experience may be substituted for the minimum qualifications*

#### **Benefits of working for Carroll County Government:**

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ Up to \$9,000 in Tuition Assistance per fiscal year
- ✓ 13 paid holidays
- ✓ Receive 1 times your annual salary of Basic Life Insurance at no cost

Click [here](#) for more benefit details

#### **How to apply:**

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

Posted 12/29/2021  
(22-94)