

State's Attorney's Office Paralegal / Prosecution Assistant Position Available:

The State's Attorney's Office for Carroll County is seeking a qualified individual to join their Team.

40 hr. work week, includes county benefits

Responsibilities include, but are not limited to, preparing criminal cases in Juvenile, District or Circuit Court, depending on unit assignment. Perform legal research and draft charging documents/indictments, pleadings, subpoenas and other correspondence. Communicate with defense attorneys, police agencies, and court personnel. File pleadings through Maryland Electronic Courts (MDEC) and provide general clerical support in overall operations and assignments. Prior paralegal/legal assistant experience and degree is preferred, but not required.

Please send cover letter, salary requirement and resume by May 5, 2021, to: Cara Lewis, Special Counsel to the State's Attorney, clewis@carrollcountymd.gov