

**NOTICE OF EMPLOYMENT OPPORTUNITY**  
**FULL-TIME LEGAL SECRETARY OR PARALEGAL**  
**PUBLIC DEFENDER OFFICE, GREENE COUNTY, INDIANA**

The Greene County Public Defender Office has a full-time job opening for a legal secretary or paralegal. Anticipated start date is **January 6, 2025**. The ideal candidate for the position is one whom has prior experience working in a law office, preferably one that provided criminal defense services, and is organized, detail oriented, punctual, takes initiative, and able to effectively communicate with clients, attorneys, and the courts. Our office hours are 8am to 4pm, Monday through Friday, with an hour lunch (35 hours per week). The job duties of this position include but are not limited to:

- Preparing pleadings, motions, discovery requests/responses, and other legal documents for review by attorneys
- E-filing legal pleadings for attorneys
- Preparing and mailing correspondence/documents to clients and others as needed
- Answering phone calls and emails
- Communicating in-person and via telephone with clients, witnesses, court personnel, prosecutors, and other legal professionals
- Managing attorney calendars and scheduling appointments
- Managing files (filing documents, opening/closing files, organizing, etc)
- Reviewing and summarizing evidence for attorneys
- Assisting attorneys with interviewing clients and witnesses

Experience with computers, Word/PDF/Powerpoint, e-filing, and scanning documents is a plus.

Must possess a high school diploma, at a minimum, and be able to maintain confidentiality.

The approved 2025 pay for this position is \$39,727.00, which will be paid hourly at the rate of \$21.83, pro-rated based upon start date, and in accordance with the 2025 Greene County Salary Ordinance. This position will also include an option for benefits, including medical, dental, vision, and retirement.

If interested, please mail a cover letter and resume to Ashley M. Dyer, Greene County Public Defender Office, P.O. Box 86, Bloomfield, IN 47424, or via fax to 812-384-9371, or via email to [ashley.dyer@co.greene.in.us](mailto:ashley.dyer@co.greene.in.us).

**Application period is open until the position is filled.**

**GREENE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**