

Legal Aide – Motion Writer

Franklin County Children Services is seeking an experienced Legal Aide, who has successfully completed a certified program for paralegal or legal aide through an accredited/approved college or university. Primary responsibilities include, but are not limited to: drafting motions, affidavits and other pleadings; notarizing documents; retrieving, review and redacting information responsive to requests for information; and filing legal documents primarily within the Franklin County Court system. Familiarity with the court's electronic filing system and two to five years of experience and knowledge of juvenile procedure are preferred. The successful candidate will be able to demonstrate a commitment to cultural diversity, strong communication skills, both written and verbal, an ability to meet organizational deadlines and goals, the ability to complete legal case documentation and data entry in a timely manner to contribute to the agency's continuous quality improvement and evaluation efforts. The incumbent may be required to work non-traditional hours.

Franklin County Children Services offers a full health care package to include medical, dental, vision, life insurance, legal services and tuition reimbursement. If interested, please send resume with cover letter to fccshr@fccs.us.

EEO/AA