

Legal Aide

Franklin County Children Services is seeking a Legal Aide who has successfully completed a certified paralegal program through an accredited college or university. Primary responsibilities include, but are not limited to: drafting motions, affidavits, and other pleadings; notarizing documents; retrieving, reviewing, and redacting information responsive to requests for information; and filing legal documents within the Franklin County Court system. Familiarity with the court's electronic filing system and knowledge of juvenile procedure are preferred. The successful candidate will be able to demonstrate a commitment to cultural diversity, have strong communication skills, be capable of meeting organizational deadlines and goals, and be able to complete legal case work in a timely manner to contribute to the agency's continuous quality improvement and evaluation efforts. Typical hours for this position are Monday through Friday from 8 a.m. to 5 p.m. but may vary based on Agency need.

Franklin County Children Services offers a full benefits package that includes medical; dental; vision; life insurance; legal services; tuition reimbursement; paid holidays and vacation; and a retirement package with a significant agency contribution. If interested, please send resume with cover letter to fccshr@fcs.us. EEO/AA