**Legal Assistant – District Attorney’s Office**
**Wayne County, Georgia**

Wayne County is seeking a dedicated Legal Assistant to join the District Attorney’s Office.

**Primary Responsibilities**:

* Receive and review legal documents (e.g., subpoenas, warrants, motions, discovery), recording and integrating them with related case files or compiling with relevant information.
* Research information to prepare legal descriptions, agreements, drafts, letters, reports, summaries, and correspondence.
* Finalize documents upon approval, maintain department copies, and submit to appropriate parties.
* Create and maintain legal files, enter and update information in the department database, and attend court calendars.
* Perform administrative duties, including answering phones, greeting clients and visitors, and providing assistance.

**Minimum Qualifications**:

* At least 18 years of age.
* High school diploma or recognized equivalent (e.g., GED).
* Minimum of two (2) years of experience in legal administrative assistance, legal secretarial work, or related duties; OR an equivalent combination of education, training, and experience that provides the necessary knowledge, skills, and abilities.
* Strong organizational skills, proficiency in Microsoft Office, and familiarity with legal terminology preferred.

**How to Apply:** Applications are available at the Wayne County Administrator’s Office, Monday through Friday, 8:00 a.m. to 5:00 p.m. Completed applications must be submitted to the same office by **May 28, 2025**.

Wayne County is an Equal Opportunity Employer.

Run as legal ad: 05/15, 05/22