



MARK A. McCANN, Prosecutor

Howard County, Indiana
62nd Judicial District
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62nd Judicial Circuit (Howard County)

**Criminal Enforcement Clerk/Paralegal – Prosecutor's Office
Full-Time Opportunities**

Position Summary:

The Prosecutor's Office is seeking a highly organized and detail-oriented Paralegal to provide comprehensive legal and administrative support to Deputy Prosecuting Attorneys. This role involves preparing legal documents, managing case files, coordinating with law enforcement agencies, assisting with trial preparation, and performing a range of tasks to support the efficient functioning of the office.

Key Responsibilities:

- Legal Document Preparation:
 - Draft charging informations, subpoenas, discovery responses, motions, and other legal pleadings.
 - Prepare pre-trial and trial exhibits, jury instructions, and case summaries.
- Case Management:
 - Maintain and organize physical and digital case files.
 - Track case progress, court dates, and deadlines.
 - Input and update case data in case management systems.
- Investigation and Research:
 - Assist in gathering and reviewing evidence including police reports, body cam footage, medical records, and witness statements.
 - Conduct legal research and summarize findings for attorneys.
- Courtroom Support:
 - Coordinate witness appearances and serve subpoenas.
 - Attend hearings and trials as needed to provide logistical and administrative support.
- Collaboration and Communication:
 - Serve as a liaison between attorneys, law enforcement agencies, victims, witnesses, and other involved parties.

- Handle confidential information with discretion.

Qualifications:

- Associate's degree or bachelor's degree in paralegal studies, criminal justice, or related field.
- Paralegal certificate from an ABA-approved program preferred.
- At least 1–3 years of experience in a legal office, preferably in criminal law or a government setting.
- Proficient with Microsoft Office Suite, Adobe Acrobat, and legal case management software.
- Strong understanding of legal terminology and criminal procedure.
- Excellent written and verbal communication skills.
- Ability to manage multiple priorities under tight deadlines.
- High degree of professionalism, discretion, and attention to detail.

Work Environment:

- Full-time position based in the County Prosecutor's Office.
- May involve occasional travel to courts or law enforcement agencies.
- Standard office hours with occasional need for extended hours during trials

The annual salary range for the qualified candidate is \$40,000.00 - \$45,000.00 for Full-time. Benefits for Health Insurance and enrollment in the Indiana Public Employees Retirement Fund (PERF). This range is based on entry-level and experienced candidates.

The Howard County Prosecutor is an Equal Opportunity Employer.

To apply for this position, please complete a Howard County Employment application located online at

<https://www.in.gov/counties/howard/home/careers/>

and send resume with cover letter to Mark A. McCann, Prosecutor

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Howard County Prosecutor's Office

Attn: Mark A. McCann

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