

Waldo County District Attorney's Office
Prosecutorial Assistant/Supervisor Position

The Prosecutorial Assistant/Supervisor (PA) will assist the District Attorney, Deputy District Attorney, Assistant District Attorney and Waldo County law enforcement officers with case investigations, case development and trial presentation for criminal matters occurring within Waldo County. The PA serves as immediate supervisor for all County employees at the District Attorney's Office. The PA is also responsible for numerous other duties relating to the daily operations of the District Attorney's Office.

Job Related Skills and Qualifications:

Must have computer experience in a windows environment; excellent communications skills and the ability to follow both oral and written instructions; the ability to pass a background and criminal and motor vehicle check; the ability to exercise good judgment while working independently under stressful conditions with numerous deadlines.

Education/Training/Experience:

A four-year undergraduate degree, with certification from an ABA-approved paralegal/legal assistant program is required or equivalent combination of education, training or work experience. Minimum two (2) years of legal office and/or law enforcement agency experience, knowledge of the criminal justice process, the functions of law enforcement, the court systems, and prosecution and defense techniques required.

The County of Waldo offers an excellent benefits package. This is an FLSA exempt salaried position; pay commensurate with experience.

Applications and job descriptions are available at the District Attorney's office, located in the Superior Court building on 137 Church St. Belfast.

Applications, Resume and Cover letters are due
Tuesday, January 7, 2014 by 4:00pm.
By mail, in-person, fax or email to:

Waldo County District Attorney's Office
137 Church St.
Belfast, Me 04915
Ph. 338-2512
Fax 338-6792

Email: deputyda@waldocountyme.gov

Waldo County is an equal opportunity employer.