



Paralegal & Victim/Witness Assistant

Lake County State's Attorney's Office

Position Summary

The Paralegal & Victim/Witness Assistant provides legal, administrative, and victim advocacy support to attorneys, victims, and witnesses involved in criminal proceedings. This position assists with case preparation, legal document management, court coordination, and ensures victims and witnesses receive information, support, referrals, and assistance throughout the criminal justice process. The employee must exercise professionalism, compassion, confidentiality, and sound judgment when working with individuals who are deemed victims under Marsy's Law (S.D. Constitution, Article 6, §29).

Essential Duties and Responsibilities

Paralegal Functions

- Assist attorneys with case preparation, trial preparation, and litigation support.
- Draft correspondence, subpoenas, legal forms, court documents, witness notices, and related materials for attorney review.
- Organize and maintain misdemeanor case files, exhibits, evidence logs, and legal records.
- Conduct legal and factual research as directed by attorneys.
- Review, summarize, and compile reports, records, and other case-related documents.
- Coordinate and track court dates, hearings, trials, and filing deadlines.
- Prepare case summaries and assist attorneys in organizing materials for hearings and trials.
- Maintain confidential records and information in accordance with applicable laws and policies.
- Communicate with law enforcement agencies, courts, service providers, and other justice system partners.

Victim/Witness Assistance Functions

- Serve as a primary point of contact for victims and witnesses throughout the criminal justice process.
- Provide information regarding case status, court proceedings, victim rights, and available services.
- Assist victims and witnesses in understanding court procedures and expectations.
- Coordinate witness scheduling and facilitate communication between prosecutors and witnesses.
- Arrange court accompaniment and support services for victims and witnesses when appropriate.
- Provide crisis intervention, emotional support, and referrals to community resources, counseling services, shelters, and victim assistance programs.
- Assist victims with restitution documentation, compensation applications, victim impact statements, and other required forms.
- Maintain regular contact with victims regarding case updates, hearings, plea agreements, sentencing proceedings, and case outcomes.
- Ensure compliance with state and federal victim rights laws and notification requirements.
- Maintain accurate records of victim and witness contacts and services provided.

Administrative Functions

- Maintain databases, case management systems, and statistical records.
- Answer telephone inquiries and respond to requests from victims, witnesses, attorneys, law enforcement personnel, and the public.
- Assist with office projects, policy development, and community outreach activities.
- Perform other duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of criminal justice procedures, legal terminology, and court processes.
- Knowledge of victim rights laws, victim services, and trauma-informed practices.
- Ability to work effectively with individuals experiencing trauma, grief, fear, or crisis.
- Strong oral and written communication skills.
- Excellent interpersonal and advocacy skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Strong organizational skills and attention to detail.
- Ability to prioritize multiple tasks and meet deadlines.
- Proficiency in Microsoft Office Suite and case management software.
- Ability to establish and maintain effective working relationships with victims, witnesses, attorneys, law enforcement agencies, courts, and community organizations.

Minimum Qualifications

- Post-secondary education is required. Bachelor or Associate degree in Paralegal Studies, Criminal Justice, Legal Studies, Social Work, Human Services, Sociology, Psychology, or a related field preferred.
- Paralegal certificate preferred.
- Two years of experience in a legal, victim services, criminal justice, social services, or related environment.
- Equivalent combinations of education and experience may be considered.
- Valid driver's license.

Preferred Qualifications

- Experience in a prosecutor's office, court system, victim advocacy program, or law enforcement setting.
- Certified Paralegal (CP) or equivalent credential.
- Victim advocacy training or certification.
- Knowledge of trauma-informed care practices.
- Experience working with confidential criminal justice records and case management systems.

Physical Requirements

- Ability to sit, stand, and walk for extended periods.
- Ability to operate standard office equipment.
- Ability to attend court proceedings, meetings, and community events.
- Ability to lift and move files and office materials weighing up to 25 pounds.

Working Conditions

- Office and courtroom environment.
- Frequent contact with victims, witnesses, attorneys, law enforcement personnel, and the public.
- Exposure to sensitive, traumatic, or emotionally difficult case information.
- Requires professionalism, discretion, and emotional resilience.

FLSA Status: Non-Exempt/Exempt (depending on employer)

Reports To: State's Attorney

Salary Range: Based on qualifications and experience.

Benefits: Comprehensive county benefits package including health insurance, retirement, paid holidays, vacation and sick leave.

Application Process: Interested applications must submit a letter of interest, resume and completed Lake County Job Application to:

Lake County State's Attorney's Office
200 East Center Street
Madison, South Dakota 57042

Or via email: jennie@lake.sdcounty.gov

Applications will be accepted until the position is filled.

Lake County is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, veteran status, or any other protected class.