

Trial Assistant II

Franklin County District Attorney's Office

Position Summary

Franklin County is seeking a detail-oriented and compassionate Trial Assistant II to provide administrative, clerical, and victim services support to the District Attorney and Assistant District Attorneys. This position manages misdemeanor criminal cases from referral through disposition, maintains accurate records, supports court operations, and serves as a key point of contact for victims and witnesses. The Trial Assistant II also performs Office Administrator duties in the absence of the Office Administrator.

Key Responsibilities

- Provide administrative, clerical, and trial support to the District Attorney and Assistant District Attorneys
- Enter, maintain, and track criminal cases and case data in the JustWare system
- Prepare, process, and file legal documents, subpoenas, discovery, and court-related paperwork
- Maintain accurate and complete case files through final disposition
- Communicate with victims and witnesses throughout the court process
- Assist with court preparation and provide in-court support
- Coordinate with courts, law enforcement, defense counsel, jail personnel, and the public
- Handle confidential information professionally
- Perform related duties as assigned

Qualifications

- High School Diploma required; Associate's Degree preferred
- One to two years of relevant legal or court-related experience, or equivalent combination
- Knowledge of court systems and legal terminology
- Strong organizational and multitasking skills
- Ability to work compassionately with diverse populations
- Proficiency with office software and databases
- Experience with JustWare, Messenger, and TIP preferred

- Notary Public helpful
- Must be able to obtain Limited Access Certificate – Messenger

Competitive Compensation Package

- Pay determined by years of external relevant work experience
- Health, dental, vision insurance
- Short-term disability and life insurance
- Two retirement plan options
- Sick leave accrual
- Vacation time-credit for external relevant experience

How to Apply

Submit a completed Franklin County employment application, cover letter, and resume by visiting www.franklincountymaine.gov/employment. Applications will be accepted until the position is filled.