

EMPLOYMENT OPPORTUNITY

LEGAL TECHNICIAN I

All applications must be submitted by the **final filing date of August 12, 2024 by 11:59 p.m.**

Scan the QR code below to apply today!



MONTHLY SALARY
\$3,873.48-\$4,708.24

***3% increase to base salary July 2025*



WHY THE DISTRICT ATTORNEY'S OFFICE?

At the San Joaquin County District Attorney's Office, under the leadership of, District Attorney Ron Freitas, our mission is clear: to serve and support victims of crime with unwavering dedication. Mr. Freitas is the elected chief prosecutor for the County and represents the People of the State of California in criminal and related civil cases presented before the Superior Court of San Joaquin County. The office has a staff of over 300 employees comprised of attorneys, investigators, and support personnel located in downtown Stockton, the Juvenile Justice Center in French Camp, and within branches of the Superior Court in Lodi and Manteca.

THE IDEAL CANDIDATE

The ideal candidate will demonstrate impeccable organizational skills and exhibit excellent communication abilities. They must maintain a high level of discretion with confidential matters while also being able to work effectively under tight deadlines.

The District Attorney's Office has opportunities for career advancement and professional development. Whether you're starting as a Legal Technician, an Investigator, or a Support staff member, there's ample room to grow and carve out a fulfilling career path within our office.

PROMOTIONAL OPPORTUNITIES

To learn more about other positions at the District Attorney's Office, lick on the link below:

- [Legal Technician II](#)
- [Senior Legal Technician](#)
- [Paralegal I](#)
- [Paralegal II](#)



MINIMUM QUALIFICATIONS

PATTERN I:

Experience: Two years of responsible office clerical work requiring typing, including one year in a law office with responsibility for typing briefs and a wide range of standard legal documents.

SUBSTITUTION:

One year of business training in an approved school or training program may be substituted for six months of the general clerical experience.



San Joaquin County offers competitive wages, retirement, educational reimbursement, benefits and more! To learn more, please visit our website: [Human Resources](#)

The following incentives and bonuses may be available for eligible new hires. Incentives and bonuses are subject to approval by Human Resources:

Vacation Accrual Rate: San Joaquin County vacation accrual rate consistent with the candidate's total years of public service.

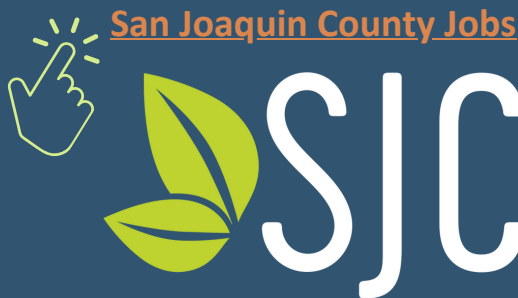
Sick Leave: Candidates leaving other employment may receive credit for actual non-reimbursable sick leave hours (up to 160 hours) from their last agency. Hours shall be subject to San Joaquin County's minimum sick leave cash out provisions.

New Hire Retention Bonus:

- \$2,000 upon completion of first year equivalent employment (2,080 hours)
- \$1,000 upon completion of third year equivalent employment (6,240 hours)
- \$3,000 upon completion of sixth year equivalent employment (12,480 hours)

HOW TO APPLY

To apply online, click on the link below:



Have Recruitment Questions?
Email: manunez@sjgov.org
Phone (209) 468-8579



Recruitment
0724-RL0301-01



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