

# LEGAL TECHNICIAN I

## DISTRICT ATTORNEY'S OFFICE CAREER OPPORTUNITY



**Apply Now**



**SALARY \$3,989.68-\$4,849.49  
MONTHLY**

**Recruitment #: 1125-RL0301-AC**

## FINAL FILING DATE:

*This is a continuous recruitment. The recruitment will be open until all positions have been filled.*

**CONTACT US**



## *Human Resources*

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Have Recruitment Questions?  
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*Offers of employment are  
contingent upon passing a law  
enforcement background check and  
a drug screening test.*

At the **San Joaquin County District Attorney's Office**, under the leadership of District Attorney Ron Freitas, our mission is to pursue justice and support victims of crime with integrity and dedication. As the elected chief prosecutor, Mr. Freitas represents the People of the State of California in criminal and related civil matters before the Superior Court, supported by a staff of more than 300 attorneys, investigators, and professional personnel across multiple locations in the County.

**The District Attorney's Office** is seeking a Legal Technician I to join this dedicated team and contribute to the criminal justice process by providing timely and accurate legal and administrative support. The ideal candidate has strong organizational skills, excellent communication abilities, and the discretion required to handle sensitive and confidential information. This position also requires the ability to work effectively under tight deadlines.

For individuals who are detail oriented and motivated to build a meaningful legal career, this role provides a clear pathway for professional growth. The District Attorney's Office offers promotional opportunities to Legal Technician II, Senior Legal Technician, Paralegal I, and Paralegal II. You can begin your career with confidence knowing that there is room to advance and develop new skills in a supportive environment.

**Don't miss this opportunity, apply today!**

## MINIMUM QUALIFICATIONS

**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.

**Certificates:** 1) Possession of a valid typing/keyboarding or other acceptable certification of ability to input data at the rate of 50 words per minute, if required by the nature of the assignment; and/or 2) Possession of an acceptable proficiency certificate in one or more computer software programs, if required by the nature of the assignment.

**Special Requirement:** Most positions require the ability to use computers and/or word processing equipment. If required by the nature of the position, demonstrated general or software-specific computer proficiency may be required prior to appointment.

## TYPICAL DUTIES

This is the first level class in the Legal Technician series. Employees in this class work directly with attorneys, judges, or investigators and perform legal typing and clerical work which requires a comprehensive working knowledge of legal documents, court organization, legal terminology and procedures to insure the timely and proper filing of legal documents.

- Types a wide variety of complex legal documents requiring knowledge of proper legal formats including writs, appeals and other briefs which require preparation of indices, tables of authorities, and proofs of service; types complaints, contracts, motions, depositions and warrants from copy, written drafts, or dictation machines; operates word processing equipment and computer terminals.
- Processes a variety of legal documents; examines documents for conformance with Superior and Municipal Court, as well as District Court of Appeal and California Supreme Court procedures; prepares and maintains case files.
- Receives, indexes, and files a variety of legal documents and correspondence; maintains case files and related filing systems; maintains case calendar books.
- Files legal papers with appropriate court.
- Gathers and compiles a variety of information for records and reports; maintains caseload statistics by type and disposition; codes, posts and summarizes court actions, enters data on computer terminal. Maintains information for statistical reports.
- Provides information to other agencies, attorneys, and the general public regarding general criminal court procedures.
- Screens calls and visitors; takes and transmits messages; under the direction of an attorney, gives out technical information on regulations, laws or procedures to other attorneys, government agencies and the general public.
- May act as lead worker; may review work of others; may train others as assigned.

*Greatness grows here.*



## EQUAL EMPLOYMENT OPPORTUNITY

San Joaquin County is an Equal Employment Opportunity (EEO) Employer and is committed to providing equal employment to all without regard to age, ancestry, color, creed, marital status, medical condition, national origin, physical or mental disability, political affiliation or belief, pregnancy, race, religion, sex, or sexual orientation.



**Recruitment #: 1125-RL0301-AC**



# PERKS & BENEFITS OF WORKING WITH SAN JOAQUIN COUNTY

sjc

Greatness grows here.

## engage

SJC Engage is San Joaquin County's employee development and wellness program. It's designed to help you succeed in your career and feel supported both at work and in life. Through SJC Engage, you'll find training and professional growth opportunities, wellness programs, and employee recognition events.

You'll also have access to resources that promote physical, emotional, and financial well-being. From learning new skills to connecting with coworkers and discovering employee perks, SJC Engage helps make the County a great place to work. Explore everything it offers at: [sjcengage.com](http://sjcengage.com)

**The County offers an excellent benefits plan which includes a county contribution to health insurance, dental and vision insurance plans.**

**Other benefits also offered by the County include:**

- 1937 Retirement Act plan with reciprocity with CALPERS.
- 125 Flex Spending Benefits Plan
- A 1% employer contribution to the County's 457 Deferred Compensation Plan
- 14 paid holidays per year

## Employee Assistance Program (EAP)

Confidential counseling and support services are available to all employees and their eligible family members. The EAP provides help with personal, family, and work-related concerns, including stress, mental health, relationships, financial issues, and more. Learn more about our EAP program by clicking on the link below:

[EAP SERVICES](#)

## Work Life Balance

We understand that balancing work and personal life is essential to your well-being. Depending on departmental needs, employees may have access to flexible schedules, hybrid or work-from-home options, and time off to participate in important family or school activities.

## Educational Reimbursement

Through the County's Educational Reimbursement Program, eligible employees, even part-time staff with benefits, may be reimbursed for approved career-related courses. Whether you're sharpening skills or earning a degree, you can receive up to \$850 per year, or up to \$1,600 annually if you're in an approved degree program. That includes help with books and materials!

## Paid Vacation

- Earn up to 10 days per year for the first 3 years.
- 15 days after 3 years, 20 days after 10 years, and 23 days after 20 years.

## Paid Holidays

- 14 paid holidays per year for civil service status employees.

## Paid Sick Leave

- 12 working days of sick leave annually with unlimited accumulation.
- Sick leave incentive: Earn 8 hours of administrative leave if you maintain at least half of your annual accrual limit.

## Loan Forgiveness

The County is also an eligible employer under the federal Public Service Loan Forgiveness (PSLF) Program

Greatness grows here.

**We're excited to offer the following incentives and bonuses to eligible new hires, subject to approval by Human Resources:**

**Vacation Accrual Rate:** Your vacation accrual will reflect your total years of public service, so we'll make sure your experience counts!

**Sick Leave:** If you're transitioning from another job, you could receive credit for up to 160 hours of non-reimbursable sick leave from your previous employer, in line with our sick leave cash-out provisions.

**New Hire Retention Bonuses:**

- \$2,000 after completing your first year (2,080 hours)
- \$1,000 after completing your third year (6,240 hours)
- \$3,000 after completing your sixth year (12,480 hours)

## Hiring & Incentive Bonuses



# MAKE SAN JOAQUIN —COUNTY— YOUR NEW HOME!

## Arts, Culture, and Recreation

The arts and culture provide a much-needed respite from everyday worries and the Haggin Museum, San Joaquin County Historical Museum, and Stockton Children's Museum are popular spots.

The Stockton Symphony, San Joaquin County Ballet, and Stockton Civic Theater provide important experiences for children and adults. The multi-cultural community offers a diversity of views and opinions in its art and culture, providing a wealth of knowledge about past and present on canvas and stage.

Over 75 languages are spoken within the region and there is richness in the blending of cultures and ways that creates an air of celebration about individual customs, foods and cultures.

San Joaquin County government provides nine community parks for boating, camping, and picnicking, swimming and organized sports. Annual family events include the Asparagus Festival, attended by thousands of fun-seekers from the County and beyond.

Individual cities and communities provide a host of other opportunities, from Lodi Lake Park and Nature Area to the Woodbridge Ecological Reserve. The County-owned and operated Micke Grove Park offers a zoo, rides and a historical museum to delight both children and adults. The San Joaquin Delta is one of the area's best kept secrets and offers some of the best boating in the state: more than 1,000 miles of waterways stretching from the Stockton Harbor to north of Sacramento and offering access to the San Francisco Bay.

**Housing** is plentiful in San Joaquin County and is affordable when compared to other nearby areas.

Housing ranges from new developments to historic homes found mostly in central Stockton and downtown Lodi. San Joaquin County is a place where families can grow, learn, and experience the nature and beauty of the California landscape while benefiting from the unique opportunities - cultural, recreational, and educational - that the area provides.

*Greatness grows here.*

A land of beauty, recreation and natural riches - from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts eight cities and some of the finest opportunities in the state for boating, fishing, camping, history-gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

## Education

From preschool to higher education, the County has it covered with an abundant array of public or private opportunities to learn and grow. The University of the Pacific, California State University, Stanislaus-Stockton Center, Humphreys College and Law School, National University, and the San Joaquin Delta Community College offer a wide variety of choices for educational opportunities. The County's 17 school districts provide families with a wide choice for children's educational development.

## Agriculture

The county is one of the most agriculturally rich regions in California. Milk is the leading commodity in the area. Grapes, almonds, cherries, and walnuts round out the top crops, with an abundance of other produce. Grapes make up 81,600 bearing acres, much of which are wine grapes. There are over 85 wineries with over 125 different varieties represented within the Lodi Appellation offering opportunities for tasting and special events. Weekly farmers markets throughout the county offer a cornucopia of fresh fruit and vegetables. Fruit stands and pick-your-own produce farms dot the countryside.