

COUNTY OF PETTIS



Position: Office Manager / Legal Administrative Assistant

Location: Sedalia, Missouri / County Employer

Employment Type: Full-Time with Benefits

Salary: \$50,000 – \$60,000 (commensurate with experience)

Position Overview

The Pettis County Prosecuting Attorney is seeking a highly organized and experienced Office Manager / Legal Administrative Assistant to support a team of four attorneys and seven staff members. This role combines administrative leadership with hands-on legal support, including document drafting, case management, and daily office operations.

Candidates must have a background in criminal law or prior law enforcement experience, along with a solid foundation in legal office work.

Key Responsibilities

- Keep the office running smoothly with a high degree of professionalism and camaraderie
- Manage daily office operations and administrative workflow
- Supervise office staff on timekeeping, duties, and job assignments
- Draft, proofread, format legal documents, pleadings, and correspondence in criminal law matters
- Maintain and update case files using legal case management systems
- Coordinate court dates, filings, and deadlines
- Communicate with victims, courts, and law enforcement agencies
- Oversee office procedures, supplies, and administrative systems
- Assist with billing, recordkeeping, and office coordination
- Keep the office communicating with the public in a professional and timely manner

Mandatory Qualifications

Minimum of 5 years of legal office or court clerk experience

Required: Experience in criminal law or prior law enforcement background and/or a Paralegal certificate

Demonstrated legal drafting and document preparation skills

Proficiency with Microsoft Windows 11, Word, and Outlook

Experience with legal case management systems or Westlaw

Strong organizational, communication, and multitasking skills

High attention to detail and professionalism

Preferred Qualifications

Prior office management or supervisory experience

Familiarity with Missouri criminal court procedures

Experience with billing or bookkeeping systems

Work Environment

In-office position in Sedalia, Missouri

Professional, team-oriented legal setting that handles sensitive matters for the public safety of the community

Compensation and Benefits

\$50,000–\$60,000 based on experience

Paid time off and holidays

County benefit package including health, dental, vision

How to Apply

Submit written resume and brief cover letter to:

Pettis County Prosecuting Attorney

415 S. Ohio Ave., Suite 320

Sedalia, Missouri 65301

"We are an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, protected veteran status, genetic information, or any other characteristic protected by law." **Position: Office Manager / Legal Administrative Assistant**

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