

**Legal Assistant:** The Nebraska Department of Justice seeks a full-time legal assistant.

**Description:**

This position will provide administrative and legal support to the Tobacco Enforcement Unit of the Consumer Protection Division for the purpose of enforcing the Master Settlement Agreement, Nebraska tobacco laws, and other applicable regulations.

The position duties include, but are not limited to, the following:

- Providing litigation support by drafting legal pleadings, assisting with discovery, and electronically filing documents using JUSTICE and federal e-filing systems;
- Utilizing electronic document sharing and litigation support programs;
- Managing files in both paper and electronic form;
- Communicating with regulated parties and other law enforcement agencies through letter, email, or verbally via telephone, and responding to incoming telephone calls and emails;
- Reviewing documents produced to, or obtained by, the Attorney General on a recurring basis, including corporate records, financial statements, tax filings, and other confidential or proprietary materials;
- Performing data entry in a timely and accurate manner, and in accordance with written procedure;
- Making decisions based on an acquired knowledge of Nebraska tobacco laws and the Master Settlement Agreement;
- Maintaining confidentiality regarding ongoing investigations and other matters not subject to public disclosure.

**Qualifications/Requirements:**

**REQUIREMENTS:** A paralegal certificate obtained through either an ABA approved paralegal studies program or an accredited college or university and one year (full-time equivalent) of paralegal experience in a law office or government agency. Four years of substantive work experience in the capacity of a legal assistant may substitute for the paralegal certificate. In order to meet the substitution, the experience must demonstrate responsibility for paralegal tasks beyond those tasks routinely completed in an administrative support role.

**OTHER:** Applicant accepting a job offer must pass a background check.

**Knowledge, Skills and Abilities:**

Maintains and demonstrates a high level of professionalism and the ability to communicate effectively with others. Must be dependable, organized, detail-oriented and accurate in their work. Familiarity with Microsoft Office Suite and Adobe software required.

Candidates with experience in the following areas are preferred:

- Maintaining administrative, fiscal, and statistical records, including records stored electronically;
- Civil litigation support; and
- Electronic filing through JUSTICE or federal e-filing systems.

Salary is commensurate with experience. Full-time state benefits available. Interested candidates should send a cover letter and resume to Dana Hoffman, Director of Operations ([dana.hoffman@nebraska.gov](mailto:dana.hoffman@nebraska.gov)).

The Nebraska Department of Justice is dedicated to assuring equal employment opportunity to applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, age, marital status, mental or physical disability, or religious creed and with proper regard for their privacy and constitutional rights.

This position is eligible for veterans' preference.