City of Missoula
Legal Support Specialist

SALARY	$20.12 - $22.11 Hourly	**LOCATION**	Missoula, Montana
JOB TYPE	Regular, Full-Time	**JOB NUMBER**	00568
DEPARTMENT	Attorney	**OPENING DATE**	07/24/2025
CLOSING DATE	8/17/2025 11:59 PM Mountain		

Overview

Join a Dedicated Legal Team Serving the Public Interest

Are you a detail-oriented administrative professional with a passion for legal work and public service? The City of Missoula Attorney's Office is seeking a **Legal Support Specialist** to provide advanced administrative support in a dynamic, fast-paced environment. This role is integral to ensuring efficient case processing, accurate records management, and seamless communication between our legal team, the courts, law enforcement, and the public.

This is more than just a desk job—you'll be part of a collaborative, mission-driven team committed to public service and justice. If you thrive in fast-paced settings, enjoy organizing complex information, and take pride in maintaining confidentiality and professionalism, we encourage you to apply. We're looking for individuals ready to bring their communication skills, attention to detail, and problem-solving abilities to a role that makes a real difference every day.

To Apply: All applicants must submit the **City of Missoula application** AND **Cover Letter** explaining your interest in this position and detailing how your experience and education meet the qualifications.

Failure to attach the cover letter will result in your application being incomplete, and therefore, not reviewed by the hiring manager.

<u>**Screening of applications will begin on Monday, August 18, 2025.**</u>

Resumes will not be reviewed. All details should be entered on the application.

Starting Pay:
New hires start within our entry-to-market range, depending on experience and qualifications.
The starting range for the position is $20.12 - $22.11/hour and will increase each year for longevity and cost of living adjustments.

Full Pay Range:
Each position also has a full wage range that reflects potential growth over time, including annual increases for longevity and cost-of-living.
The full range for the position is $20.12 - $23.44/hour.

*Cost of living increase for fiscal year 2026 dependent upon Council approval.

**This position is part of a VEBA plan which will impact payout of vacation and/or sick leave upon leaving the city as an employer.*

Essential Functions

- Assist in the preparation and maintenance of paperless confidential legal case files, including data entry, obtaining law enforcement reports, ordering and processing evidence and certified records.
- Process orders and other documents from the court, request and process electronic evidence, and e-file legal pleadings through the Montana State e-file system.
- Prepare, format, and distribute written materials, including pleadings, memoranda, and correspondence.
- Perform routine administrative support for department through answering phones, maintaining files and databases, making copies, processing, and distributing mail, and scheduling appointments.

- Greet and assist citizens, law enforcement and other patrons by providing direction with inquiries and other helpful solutions.
- Other duties as assigned, based on training and qualifications.

Knowledge, Skills and Abilities

- Knowledge of general legal or criminal justice practices and procedures, including managing legal case files, maintaining recordkeeping and retention requirements, processing court orders and evidence, and formatting legal documents.
- Knowledge of and ability to utilize appropriate legal reference tools, and case management databases.
- Skill in operating office equipment, using various computer software and databases, including Microsoft Office Suite, and the ability to learn job-specific applications and equipment.
- Skill in communicating, in person and writing, with the proven ability to establish and maintain effective working relationship with diverse individuals.
- Skill in organization, time management and prioritizing with the proven ability to have keen attention to detail and accuracy in performing work with adherence to strict deadlines.
- Ability to learn electronic case management systems.
- Ability to maintain and exhibit integrity and discretion in handling confidential and sensitive legal and criminal justice information.
- Ability to maintain and foster a culture of professionalism, adhere to departmental and City standards and specifications, and support a positive team environment.
- Ability to problem-solve and resolve conflicts with facilitating outcomes while maintaining a calm demeanor.
- Ability to learn City and departmental policies, procedures, and practices.

Qualifications and Additional Application Materials

- Any combination of education and experience equivalent to two (2) years of administrative support experience or another relevant field.
- Must be able to pass a fingerprint criminal history background check.
- Must complete Criminal Justice Information Network (CJIN) certification within two (2) days of hire and maintain annual recertification.
- Must complete MT Notary certification within four (4) months of hire and maintain certification.
- Legal or criminal justice experience, preferred.

The City of Missoula does not sponsor employment visas (e.g., F-1, H-1B, TM). Applicants must be authorized to work in the United States on a full-time basis at the time of application.

Employer

City of Missoula

Address

435 Ryman Street
Human Resources
Missoula, Montana, 59802

Phone

406-552-6130

Website

https://www.ci.missoula.mt.us/

Legal Support Specialist Supplemental Questionnaire

*QUESTION 1

Do you have Case Management System experience? if so, please describe your experience.

*QUESTION 2

Did you attach your cover letter to complete your application?

◯ Yes

○ No

Are you available to work Monday through Friday 8am to 5pm?

○ Yes

○ No

* Required Question