



City of Missoula Legal Support Specialist

SALARY	\$23.77 - \$26.12 Hourly	LOCATION	Missoula, Montana
JOB TYPE	Regular, Full-Time	JOB NUMBER	00715
DEPARTMENT	Attorney	OPENING DATE	05/28/2026

Overview

Support the work that keeps the justice system operating efficiently and accurately. As a **Legal Support Specialist**, you'll play an essential role in maintaining confidential legal records, processing court documents and evidence, and providing administrative support for legal and criminal justice operations. This position requires strong attention to detail, sound judgment, and the ability to manage sensitive information in a fast-paced environment.

We are seeking a dependable and highly organized professional who thrives on accuracy, collaboration, and public service. If you enjoy detail-oriented work, balancing multiple priorities, and supporting legal processes that impact the community, this is an excellent opportunity to build a meaningful career in the criminal justice field.

Details: Applicant screening will begin on **Thursday, June 11, 2026**. Please apply by this date to ensure timely consideration of your application. Applications will continue to be accepted until an adequate applicant pool has been established and the position is filled.

To Apply: All applicants must submit a [City of Missoula application AND a 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.

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 \$23.77 - \$26.12/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 \$23.77 - \$27.69/hour.

Essential Functions

- Assist in the preparation and maintenance of confidential electronic files; perform accurate data entry and document management.
- Obtain law enforcement reports and supporting documentation; order, track, and process evidence and certified records for case files.
- 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.
- Manage workload, including organizing, prioritizing, and triaging; respond to telephone inquiries and email communications, using independent judgment to prioritize and resolve issues.
- Perform routine administrative support for the department through answering phones, maintaining files and databases, processing and distributing mail, etc.
- Provide support to citizens, law enforcement, City personnel, and other patrons by identifying issues or needs and providing direction with inquiries and other helpful solutions.
- Review daily court calendars to identify walk-in appearances on cases involving victims of violent or domestic violence crimes; provide notice to the office of the walk-in appearance and document the file; add law enforcement reports or other documents to the case file
- Provide timely administrative support for daily morning in-custody appearances, including creating new case files, obtaining law enforcement reports or documents, requesting criminal histories, and updating existing case files.
- Perform 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, etc.
- Knowledge of, and ability to utilize, appropriate legal reference tools and case management databases.
- Skill in operating office equipment and 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 in writing, with the proven ability to establish and maintain effective working relationships 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 adapt and remain flexible with constantly changing internal and external procedures.
- 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 legal experience or another relevant field.
- Must be able to pass a fingerprint criminal history background check.
- Must be able to complete the Criminal Justice Information Network (CJIN) certification within two (2) days of hire and maintain annual recertification.
- Must be able to complete the Montana Notary certification within four (4) months of hire and maintain certification.
- 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**

Describe your experience performing administrative support in a legal, criminal justice, or similar confidential environment. Include the types of records or files you worked with, including use of case management software.

***QUESTION 2**

Describe any experience you have processing court related documents such as orders or pleadings, including electronic filing systems (e.g. state or court e-file systems).

***QUESTION 3**

What data entry and computer related skills do you possess?

***QUESTION 4**

Have you ever worked in a position that required adherence to privacy laws or confidentiality agreements? If yes, briefly describe.

***QUESTION 5**

Are you available to work full-time, Monday through Friday, in the office?

Yes

No

***QUESTION 6**

Have you attached your Cover Letter to complete your application?

Yes

No

* Required Question