

South Dakota Office of the Attorney General Paralegal

Job ID: 36424

Agency: Office of Attorney General, Civil Litigation Division

Location: Pierre

Salary: \$25.00 - \$27.50 DOE

Pay Grade: GH

Closing Date: July 3, 2026

This is a full-time position with the Office of the Attorney General. For more information on the Office of the Attorney General, please visit <http://atg.sd.gov>.

The duties of the paralegal may include, but are not limited to: providing administrative support to attorneys within the office; filing documents with various courts; maintaining files in an electronic case management system; drafting subpoenas for the procurement of records; assembling and organizing discovery; compiling exhibits; assisting with trial preparation; preparing appendices on briefs; and performing other related work as required.

The Ideal Candidate will have:

Completion of an associate or baccalaureate degree in business law or legal studies, or completion of an ABA approved paralegal training program, or two years of advanced clerical work with experience in a legal services operation, or an equivalent combination of training and experience.

Knowledge of:

- Microsoft Office Suite, Adobe, and other commonly used computer programs;
- E-discovery platforms, electronic case management systems, and trial presentation software;
- Office practices and procedures;
- English and grammar skills;
- Legal reference materials;
- Legal terminology, forms, and procedures.

Skill to:

- Communicate effectively;
- Pay attention to detail;
- Problem solve;
- Exercise sound judgment.

Ability to:

- Establish and maintain effective working relationship with office personnel;
- Work independently on assignments;
- Pass an extensive background investigation.

Additional Requirements:

Applicants should submit a cover letter and resume by **July 3, 2026**.

Submit application materials to Amanda Miiller, Deputy, Civil Litigation Division, Amanda.Miiller@state.sd.us, or online at <https://css-stateofsouthdakota-prd.inforcloudsuite.com/hcm/Jobs/page/JobHomePage?csk.showusingxi=true&csk.JobBoard=EXTERNAL&csk.HROrganization=1>

This position is exempt from the Civil Service Act.

This position is eligible for Veterans' Preference per ARSD 55:10:02:08.

Successful applicant(s) will be required to undergo a background investigation. An arrest/conviction record will not necessarily bar employment. Successful applicant(s) will undergo an abuse and neglect screening. Offers of employment are conditional upon successful completion of a drug screening.

NCRC: If you possess a National Career Readiness Certificate, please submit the certificate with your application. For more information on how to acquire a National Career Readiness Certificate contact a South Dakota Department of Labor and Regulation Job Service Office. A certificate is not necessary to be considered.

The State of South Dakota does not sponsor work visas for new or existing employees. All persons hired will be required to verify identity and eligibility to work in the United States and complete an Employment Eligibility Verification, Form I-9. The State of South Dakota as an employer will be using E-Verify to complete employment eligibility verification upon hire.

The State of South Dakota offers employer paid health insurance plus eleven paid holidays, generous vacation and sick leave accrual, dental, vision, and other insurance options, and retirement benefits. You can view our benefits information at <https://bhr.sd.gov/job-seekers/work-for-state-government/>. This position is a member of Class A retirement under SDRS.

South Dakota Bureau of Human Resources
Telephone: 605.773.3148 Email: careers@state.sd.us
<http://bhr.sd.gov/workforus>

"An Equal Opportunity Employer"

