



JOB ANNOUNCEMENT
Legal Secretary I
Full time with full benefits
Grade 13 @ \$14.17 per hour

Performs a variety of legal secretarial duties designed to expedite legal services provided through the office of the County Attorney including case file management. Coordinates work with Paralegal/Office Manager

Graduation from high school with course background in general office skills. AND one (1) year of experience as a legal secretary or in some other comparable position providing exposure to legal terminology, methods, and procedures; OR an equivalent combination of education and experience.

Knowledge of modern office practices and procedures; legal terminology, grammar, punctuation, English, etc.; the legal procedures of trials and courts preferred; modern office practices and procedures; various processes related to criminal and civil document processes preferred; the operation of personal computer and various software applications for word processing, spread sheets, data base management and desk top publications; some knowledge of legal case management software programs; working knowledge of general accounting and bookkeeping procedures and practices.

Must be able to type at a rate of 60 words per minute.

All offers of employment are contingent upon the successful completion of a basic criminal background check and drug screening.

Send, fax, or email resume, employment application, and results of a type test by going to www.speedtypingonline.com to: Mary Huntington, Emery County Personnel, Box 907, Castle Dale, UT 84513. Fax: 435-381-2308 Email: maryh@emery.utah.gov

Recruiting for this position ends October 19, 2018, at 5:00 p.m.

EMERY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER