

Pondera County is seeking a Legal Secretary/Assistant for the Pondera County Attorney's Office. This is a full-time position with full-time benefits. This position handles the administrative duties for the day-to-day needs of the County Attorney's Office, as well as, provides legal assistance to the County Attorney. This position involves drafting documents and correspondence; managing attorney scheduling and deadline tracking; communication with various agencies, etc. The ideal candidate needs to be a quick-learner, self-motivated and have strong written and verbal communication skills. Some legal background is preferred but glad to train the right person. Must have basic computer skills and know how to operate basic office equipment. Must type at least 65 wpm with 90% accuracy. Competitive wages. Friendly and professional work environment. If you are interested in starting or building your legal career, please pick up an application packet from the Pondera County Attorney's Office or the Job Service.