

PROSECUTING ATTORNEY'S OFFICE

Position Opening
(Pending Board Approval)

Title: **Legal Secretary** (full-time)

Starting Pay: Grade 7/Step 1, \$15.09/hour at 37.5 hours/week plus benefits.

Location: Ionia County Prosecutor's Office

Minimum Qualifications: High school diploma or GED; supplemented by at least one year relevant work experience or any equivalent combination of education, training, or experience which provides the required knowledge, skills, and abilities. Confidence and competency in using basic office equipment (computer, phones, fax, and copy machine) is necessary. A valid Michigan driver's license is required.

General Summary: Must have the ability to function in a stressful, deadline-oriented environment. The Legal Secretary is responsible for, but not limited to, answering phone calls and emails, criminal case entry, data entry, filing legal paperwork, and is essentially the initial intermediary between the Prosecutor's Office and the public, police agencies, and courts. This position requires a strong ability to multi-task while accurately and efficiently completing work assignments.

Applications are available on-line at ioniacounty.org through the Human Resources link.

Please send an application, résumé, and cover letter to:

Ionia County Prosecutor's Office
c/o Prosecutor Butler
100 West Main Street
3rd Floor
Ionia, MI 48846

Posting will remain open until December 14, 2018 at 5:00 pm.

Ionia County is an Equal Opportunity Employer
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