

PART-TIME LEGAL SECRETARY POSITION
Iron County Prosecuting Attorney's Office

The Iron County Prosecuting Attorney's office is looking to fill the position of part-time legal secretary. The position requires a candidate who has knowledge of Microsoft computer programs and electronic data processing as well as knowledge of legal terminology, formatting of legal instruments, and court procedures. The candidate must possess skills in operation of standard office equipment, be able to effectively deal with the public and maintain confidentiality, office records and office files. The candidate must also have an above-average ability to communicate with excellent spelling, grammar, and punctuation. Finally, the candidate must be able to handle a high paced office atmosphere.

A minimum of two (2) years of college education in the areas of legal secretary and/or paralegal training or an equivalent two (2) years experience in a law office setting is desired. This is a union position with a beginning rate of pay of \$13.21 per hour at 25 hours per week with a prorated benefit package.

Interested persons may send letters of interest and resumes to Melissa Powell Weston, Iron County Prosecuting Attorney, 2 South Sixth Street, Suite 1, Crystal Falls, Michigan 49920 on or before the close of business on Tuesday, September 7, 2010.

Iron County is an Equal Opportunity Employer