

NOTICE OF JOB OPENING

The Mineral County Attorney's Office is accepting applications for a full-time Legal Assistant/Paralegal to begin immediately. Benefits include health insurance, paid vacation, and retirement through PERS.

The position requires excellent verbal and written communication skills, knowledge of the criminal justice system and other legal procedures, or an ability to assimilate such knowledge quickly. Proficiency with Microsoft Office, familiarity with other office equipment and procedures are required, along with an ability to organize, receive direction, and work effectively under time constraints while maintaining a friendly demeanor. This position is 8:00 am-5:00 pm Monday through Friday, but may require flexibility in work hours based upon Court and Trial calendars.

Reliability, punctuality, perseverance, and a strict adherence to confidentiality standards are required. The successful applicant will also be required to become a Notary Public for the State of Montana. Hourly wage of \$13.00 +, DOE. Position open until filled.

Interested persons should submit a cover letter with a completed Mineral County Job Application and resume to the Mineral County Office of Human Resources, P.O. Box 550, Superior, MT 59872. A complete job description and application may be obtained at the Mineral County Human Resources Office, by calling HR at 822-3537, via email at dterrill@co.mineral.mt.us, and online at co.mineral.mt.us

Equal Employment Opportunity Employer