

## **Fergus County Attorney's Office - Full-time Legal Assistant**

Duties: Managing filing systems, assisting professional staff with trial prep, calendaring, correspondence, customer service, reports, filing, etc.

Skills: Must be proficient in Microsoft Office (Word, Excel, Outlook, etc.).

\*\* Must be able to pass a background check.

Education: High School Diploma or equivalent.

Hours: Monday - Friday, 8 am - 5 pm, occasional overtime and travel.

County Benefits available.

Email [assistant@co.fergus.mt.us](mailto:assistant@co.fergus.mt.us) or call 406-535-5119 for application or information