



DEER LODGE, MONT.

CLASSIFIED ADVERTISEMENT FOR EMPLOYMENT
POWELL COUNTY ATTORNEY'S ASSISTANT
DEER LODGE, MONTANA

The Powell County Attorney's Office announces an opening for a full-time Legal Assistant.
Start date: ASAP

Job Summary:

The Legal Assistant provides administrative and clerical assistance to the Powell County Attorney and Paralegal. The Legal Assistant is the first point of contact for the county's legal office, which requires professionalism, the ability to juggle several tasks at one time, and a willingness to jump in and assist in an often fast-paced, time-sensitive environment. Job duties will include in-person, telephonic and electronic contact and correspondence; handling all stages of evidence collection, management, and distribution; maintaining a court calendar and inner-office calendars; filing; drafting documents; scheduling appointments; arranging and preparing witnesses and exhibits for trial; with timely and effective communication with law enforcement, defense counsel, and court staff. This position is also responsible for opening, creating, maintaining and timely closing hard copy and electronic case files and e-filing documents with the court. This position requires the highest level of discretion. The successful applicant will be required to complete annual training to access Confidential Criminal Justice Information.

Education and Experience:

- High School diploma or equivalent required. Legal experience preferred.

Physical Requirements:

- Prolonged periods of sitting and working on a computer.
- Must be able to lift up to 15 pounds at times.

Compensation:

- Wage range beginning at \$18.50 per hour to \$20.00 per hour, depending on experience.

Schedule:

- Monday through Friday, with the exception of federal and state holidays
Hours daily, 8:00 a.m. to 5:00 p.m., with one hour for lunch and two (2) 15-minute breaks

A more detailed job description is available for review by applicants or any interested parties.

Please stop by or contact the Powell County Clerk & Recorder's Office at the Powell County Courthouse, 409 Missouri Avenue, Suite 203, (406) 846-9786, with questions and to pick up and drop off a county application.

Open until filled. Powell County is an Equal Opportunity Employer.