

August 24, 2017

JOB POSTING

The Starke County Prosecuting Attorney's Office is seeking applications for a part-time (fill-in only) legal secretary.

\$10.13 / hour. Monday - Friday: 8:00 a.m. - 12:00 p.m. and 1:00 p.m. - 4:00 p.m.

Position will begin approximately the week of October 2, 2017.

Qualifications: Familiarity with computers and computer programs (specifically Microsoft Word and Excel), Must be comfortable answering phones and interacting with the public, college degree not required, but some college experience preferred. Experience in the legal field preferred.

Duties would include:

Clerical work – answering phones, taking dictation, filing paperwork in both Starke Circuit Court and Knox City Court, taking notes, assisting with basic organization in the office (this could include ensuring that paperwork is stored into its appropriate file).

Organization of the calendar for all prosecutors, preparing legal documents, discovery and maintaining confidentiality.

Please mail your résumé to the address listed below.

Starke County Prosecuting Attorney's Office
53 E. Washington Street
Knox, IN 46534

Starke County is an equal opportunity employer.