COUNTY OF POTTER EMPLOYMENT OPPORTUNITIES CENTRAL PERSONNEL

AN EQUAL OPPORTUNITY EMPLOYER

The County of Potter needs a qualified individual to fill the following position. If you are interested in a position and feel that you are qualified or if you know someone who might be qualified for this position, please send your application to Human Resources Department, Room 705 of the Santa Fe Building, 900 S. Polk.

Applicants will be interviewed only if they meet the necessary requirements and qualifications for the following:

JOB TITLE LEGAL SECRETARY – PART - TIME

JOB REQUIREMENTS: Abel to learn and utilize computerized case management system

Excellent written and verbal communication skills Professional demeanor and appearance at all times

Good telephone etiquette and pleasant attitude in dealing with

co-workers and public

Ability to organize, multitasks, prioritize and work under pressure

Motivated and reliable Computer – Microsoft Office

DUTIES: Prepare and process legal documents and papers such as

summons, subpoenas, and motions Perform other clerical duties as required

EDUCATION AND Certification as a paralegal or 2+ years' experience as a legal

secretary

EXPERIENCE:

PHYSICAL Including but not limited to: Standing, Sitting, Reaching, Lifting,

ACTIVITIES Listening, Writing, Stooping, Reading, Bending, Carrying,

REQUIRED: Filing, Typing

STARTING SALARY: \$2,055.92 monthly/ 25 hours weekly

Interested candidates may also submit resume and references to veronicacoffee@co.potter.tx.us

APPLICATIONS WILL BE ACCEPTED UNTIL THE POSITION IS FILLED

<u>"POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OF THE PROVISIONS OF SERVICES."</u>