

JOB POSTING

Position Title	Legal Secretary
Department	State's Attorney Office
Shift	Days – 37.5 hours/week (full-time)
Salary (Optional)	19.00/hour (plus benefits)
Brief Job Description	Performs secretarial work for the State's Attorney Office. This position requires extensive knowledge of legal terminology, competent computer skills; and the ability to clearly communicate in person and on the phone.
Education Requirements	High School Diploma or equivalent along with a minimum of one year experience as legal secretary or an Associates of Arts Degree in Legal Studies or degree in related field.
Additional Comments	Requires a high level of initiative, good judgment and commitment to the position. Ethical conduct, honesty, integrity and a high degree of confidentiality required.
Instructions for Applying	Send resume to: Mike Regnier Livingston County State's Attorney 110 N. Main St. Pontiac, IL 61764 lvsa@livingstoncountyil.gov OR go to https://www.vscyberhosting3.com/livingston/
Application Deadline	February 11, 2024