

Legal Administrative Assistant

Job Description: Support staff to Prosecutor, performing administrative duties. The position is responsible for supporting a variety of office-based administrative needs. Responsibilities include various clerical duties, including but not limited to incoming and outgoing calls, processing incoming and outgoing mail, typing, scanning/copying of documents, filing, drafting letters, pleadings, and entries, and greeting visitors.

Education/Experience: Legal secretary experience is preferable. Applicant must have knowledge of general legal practices and be proficient using Microsoft Word, Outlook, and Excel. Applicant should display a proactive, friendly attitude, strong organizational skills, and the ability to prioritize and multitask. Personal skills with professionals, etiquette with the public, and discretion with confidential matters are musts.

The position is a full-time, civil service position with county benefits such as Aultcare health insurance and OPERS. The pay range is \$31K-40K depending on experience and education. Work hours are Monday through Friday from 8:00 a.m. – 4:30 p.m. with paid holidays.

Please send resume with cover letter, references and completed employment application to weaverm@co.tuscarawas.oh.us.

- Application can be found at <https://www.co.tuscarawas.oh.us/employment-opportunities>