

**JUAB COUNTY**  
**“An equal opportunity employer”**  
**JOB ANNOUNCEMENT**

This position will be a ¾-time position (29 hours per week) and is open to all interested applicants. Work hours can be from 7:00 a.m. to 6:00 p.m.

**POSITION TITLE:**           **Legal Secretary**

**JOB DESCRIPTION:**       Under general supervision from the elected County Attorney, performs support tasks for three attorneys and a paralegal which include:

- preparing criminal cases for screening
- preparing legal documents, under the direction of an attorney, for filing with the court
- scheduling witnesses for appointments with attorneys and court appearances
- preparing necessary documents for trials
- preparing trial exhibits
- coordinate with the courts to schedule court hearings
- Answer phones/interact with the public
- Assist paralegal in other assignments

Compensation to be approximately \$13/hr, as determined by the Juab County Commission.

**QUALIFICATIONS:** High School Diploma, computer skills (word processing, spreadsheets) excellent organizational, writing and people skills. The applicant must be able to function at a high level under stress. Previous secretarial experience in a law office is preferred but not required.

**TO APPLY:** Submit completed and signed county employment application (available at [www.juabcounty.com](http://www.juabcounty.com) under “permits and licenses”. Applicant may also submit a resume including: **1)** a summary of work experience, **2)** proof of graduation from high school.

Send or deliver applications to: Juab County Attorney’s Office, c/o Kristine Nielsen, 160 North Main Street, Suite 208, Nephi, UT 84648. Applications must be physically received no later than 5:00 p.m. Thursday, August 13, 2020.