

ELKHART COUNTY GOVERNMENTAL POSITION VACANCY NOTICE

DATE POSTED

February 3, 2012

(Job #12-06)

REGULAR PART TIME LEGAL ASSISTANT I

(Job Code 677)

DEPARTMENT: Elkhart County Clerks Office

MINIMUM HIRING RATE: \$10.36/hour (JF1/PG3)

BENEFITS: Partial benefits offered

DATE POSITION TO BE FILLED: As Soon As Possible

HOURS & DAYS OF WORK: Minimum of 20 hours/week, Monday through Friday

LOCATION OF POSITION: Goshen

TRAVEL REQUIREMENTS: None

JOB SUMMARY:

Provides clerical, data entry/retrieval, and related support services. May research and prepare information as needed for court proceedings and provide other clerical support functions as required.

JOB REQUIREMENTS:

- ▶ **High school diploma or GED plus with up to 18 months additional education and paralegal training highly preferred**
- ▶ **ELKHART COUNTY RESIDENCY REQUIRED**
- ▶ **1 - 2 years experience in office setting; legal experience very helpful**
- ▶ **Accurate computer/keyboarding skills(prefer 65+ wpm)and good organizational skills**
- ▶ **Criminal Background Check**

APPLICATIONS AVAILABLE:

- **Elkhart County Personnel Office, 117 N. Second Street, Goshen, IN 46526**
Telephone: (574) 535-6725 FAX: (574)535-6750
- Web Site: www.elkhartcountyindiana.com E-mail: personnel@elkhartcounty.com

LAST DATE APPLICATIONS ACCEPTED: Wednesday, February 15, 2012, by 3:30 p.m.