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 resume 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 EXPERIENCE:	Certification as a paralegal or 2+ years' experience as a legal secretary
PHYSICAL ACTIVITIES REQUIRED:	Including but not limited to: Standing, Sitting, Reaching, Lifting, Listening, Writing, Stooping, Reading, Bending, Carrying, 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

"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."