



UNION COUNTY BOARD OF COMMISSIONERS

Donna Beverage, Commissioner
Paul Anderes, Commissioner
R. Matthew Scarfo, Commissioner

Shelley Burgess, Administrative Officer

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NOTICE OF JOB OPENING

Recruitment is open to all who meet the qualifications below and will be used to fill this vacancy and others that may occur in the next six months to one year.

POSITION: Senior Legal Secretary

DEPARTMENT: Union County District Attorney's Office

FTE: 1.0 FTE (37.5 hrs/week)

OPENING DATE: October 25, 2022

CLOSING DATE: November 10, 2022

SALARY: Range 15 \$3634 - \$4935 per month with benefits

PURPOSE OF POSITION: Performs advanced and complicated clerical and administrative duties. Prepares legal forms and documents; performs related work as required. Routinely performs tasks requiring knowledge of legal terminology, judicial processes and works with highly sensitive and confidential information. Must be able to track and follow time frames and deadlines.

Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Considerable knowledge of legal office and judicial procedures and terminology; legal forms and documents, proper English usage and grammar; general office methods and procedures. Understand and follow oral and written instructions; establish and maintain effective working relationships with other employees, outside criminal justice agencies, attorneys and the public; exercise initiative and judgment in completing tasks and responsibilities; communicate effectively both verbally and in writing; organize, file and retrieve materials and documents; deal courteously and tactfully with public; work accurately under pressure and deadlines; maintain confidentiality; read and interpret legal information. Possess or ability to obtain a valid Oregon Driver's License. Ability to obtain a Law Enforcement Data system certification and a Notary Public.

SEE JOB DESCRIPTION FOR ADDITIONAL DUTIES AND REQUIREMENTS.

APPLY:

County application, cover letter, resume and references may be dropped off at the District Attorney's Office and/or mailed to:

Union County District Attorney
1104 K Avenue, Second Floor
La Grande, OR 97850

Union County Employment Applications may be found at <http://union-county.org>

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER