

Office Assistant/Legal Clerk

- Department: Attorney
- Status: Full Time (35-hour week)
- FLSA Status: Non-Exempt
- Reports To: County Attorney
- Post Date: April 14, 2023
- Application Deadline: May 3, 2023

Job Description

The Poweshiek County Attorney is seeking a full-time office assistant/legal clerk in Montezuma, IA. As an Office Assistant/Legal Clerk, you will be responsible for providing support for two (2) prosecutors and a legal assistant.

Responsibilities

- Updating and maintaining PbK case Management system
- Filing and maintaining organized records and databases
- Answering and directing incoming phone calls
- Receptionist for the Public Safety Building
- Performing data entry and maintaining databases
- Providing support to legal assistant as needed
- Performing other administrative tasks as assigned

Job Requirements

- High school diploma or equivalent
- Proven experience as an office assistant or relevant support experience
- Excellent written and verbal communication skills
- Strong organizational and time management skills
- Ability to work independently and as part of a team
- Proficient in Microsoft Office Suite

An ideal candidate will have excellent computer skills, general knowledge of criminal process, familiarity with legal software including Electronic Document Management System (EDMS), prior job-related experience in a governmental environment, be able to maintain confidentiality, be able to effectively communicate with a diverse population, and have a passion for public service.

Job Hours

Work schedule will be Monday through Friday from 8:00 AM to 4:00 PM (with a 1-hour lunch break) excluding Poweshiek County holidays.

Additional Information

- Salary Range: \$23,296 - \$29,502
- Position includes:
Excellent Health Benefits

Iowa Public Employees' Retirement System (IPERS) Pension Plan
Paid Vacation and Sick Leave
8 - Paid County Holidays
A supportive work environment.

- Job offer contingent on:
 - Pre-employment negative drug screening
 - Criminal History and Background check
- Applications available at
https://poweshiekcounty.org/files/application_for_employment_89403.pdf
- To apply, please email the following to pow_coatty@poweshiekcounty.org
 - Resume
 - Cover Letter
 - Three (3) References
 - Completed Application
- Applications must be received on or before May 3, 2023, at 4:00 PM
- Poweshiek County is an equal opportunity employer.