



Legal Secretary

The Jefferson County District Attorney's Office is responsible for the prosecution of all offenses assigned responsibility to the District Attorney by state statute. The District Attorney and the Assistant District Attorneys are available to law enforcement officers throughout the county 24 hours a day to provide advice on legal issues and pending investigations. The office of the District Attorney is designed and dedicated to assist the District Attorney in ensuring that those responsibilities are met.

The District Attorney's office is currently hiring a Legal Secretary to join the team to perform legal secretarial and administrative tasks.

With excellent attention to detail and customer services skills, you will be successful in this role by completing the below key tasks and responsibilities:

- Answers telephones and gives information to callers; takes messages or transfers calls to appropriate individuals. Greets the public, answers general questions, and processes mail.
- Creates, maintains, and enters information into databases. Uses computers for various applications, such as database management or word processing.
- Sets up and manages paper or electronic filing systems, recording information, updating paperwork, or maintaining documents/media, such as participant records, correspondence, or other material.
- Operates office equipment, such as fax, scanner, printers, copiers, or phone systems and arranges for repairs when equipment malfunctions.
- Evaluates, filters, and prioritizes all case file information from the public and inquiries from many medias and provides excellent customer service to all case parties that request case file information and to the general public.
- Variety of other tasks necessary

Starting wage: \$19.46/hour

Hours: 40 hours/week

Benefits: eligible for our excellent benefit package with details at the below link

https://www.jeffersoncountywi.gov/departments/human_resources/pay_and_benefit_information.php

Qualifications Needed:

- Associate's degree or three years' experience; or an equivalent combination of education and experience.

Qualifications Preferred:

- Bachelor's degree or four years' experience
- Notary Public

Applications will be accepted as long as position is posted, however, initial screening of applicants will begin: **November 29th, 2021**

Application and position details are available at www.jeffersoncountywi.gov or
Jefferson County Human Resources: 311 S. Center Ave. Room 111, Jefferson, WI 53549.

Jefferson County is an Equal Opportunity Employer