



GOVERNMENT OF

Monroe County
I N D I A N A

Home of Indiana University

NOTICE OF JOB OPENING

Department Name:	Monroe County Attorney's Office
Position Title:	Legal Secretary/Paralegal
Position Summary:	Initial intake of cases, maintains court calendar, drafts, reviews, types, and/or transcribes court pleadings and ordinances. Conducts legal research. Files pleadings with the court, assists with litigation, prepares legal notices, assists in the collection of animal control fines, answers telephone, distributes mail, and prepares payroll and accounts payable claims. Other duties as assigned.
Qualifications:	Associate's Degree in paralegal, or related field, or equivalent combination of education and experience. Law office experience preferred. Possession of, or ability to obtain, a Notary Public license. Knowledge of legal terminology preferred with the ability to conduct legal research preferred. Experience with MS Access preferred.
Salary and hours:	\$42,890/yr - \$54,330/yr (depending upon years of County Government employment); 40 hr week (8:00 am – 5:00 pm)
Deadline for Application:	December 30, 2022
Submit Resume and References to: Note, resumes may also be submitted by email to legal@co.monroe.in.us	Monroe County Attorney's Office David B. Schilling, Administrative Attorney 100 W. Kirkwood Ave. Courthouse, Rm 220 Bloomington, IN 47404

Monroe County is an Equal Opportunity Employer

