



GOVERNMENT OF

Monroe County
I N D I A N A

Home of Indiana University

NOTICE OF JOB OPENING

Department Name:	PROSECUTOR'S OFFICE
Position Title:	LEGAL SECRETARY
Position Summary:	Responsible for receiving and processing misdemeanor & felony incident reports; entering departmental data into software program; conducting background checks; obtaining information from various law enforcement agencies; preparing, processing and tracking various legal documents and files for submission to Clerk and Court; providing assistance by answering telephone and greeting visitors; distributing cases to appropriate department and/or Deputy Prosecuting Attorney; creating subpoenas and/or search warrants; preparing general correspondence as needed; contacting witnesses; assisting in supervising interns; attending training/seminars as required; and, performing other duties as assigned.
Qualifications:	Associate Degree or equivalent experience in related field; knowledge of legal terminology preferred; working knowledge of standard office procedures and equipment; ability to meet all department hiring and retention requirements; ability to effectively communicate orally and in writing; ability to maintain confidentiality; ability to serve the public with diplomacy and respect; ability to multi-task and work alone with minimum supervision in a team environment; ability to occasionally work extended or weekend hours; and, possession of a valid Indiana driver's license.
Salary:	\$37,529-\$47,539 (based on years of employment with Monroe County Government)
Deadline for Application:	Posted until filled
Submit Resume and References to:	Beth Hamlin
	Justice Building
	301 N. College Avenue, Room 211
	Bloomington, Indiana 47404 or email resume, letter and references to prosecutorresumes@co.monroe.in.us (preferred)

Monroe County and Circuit Court offices are open to the public Monday through Friday from 8:00 a.m. to 4:00 p.m., except holidays.

**Monroe County is an Equal Opportunity Employer
Federal Identification Number – 35-1732462**