

The Lynn County Attorney's Office currently has a job opening for the part time position of Administrative Assistant. The position will be available until filled.

Job Description:

This is a part time position that provides a full range of support services to assisting in the daily operation of the Lynn County Attorney's Office. Pay is commensurate with experience.

ESSENTIAL JOB DUTIES:

Responsible for providing administrative support in a law office. Assists with managing schedules, answering phones, and communicating with the attorneys, victims and the public. Responsible for preparing legal documents, correspondence, and maintaining electronic data.

High school degree or equivalent required. Must be skilled in a personal computer and utilization of general office software. Must be able to communicate clearly and effectively. Must be able to establish and maintain effective working relationships with Lynn County Attorney staff, outside entities and the general public.

Application Information:

Applications are available at the Lynn County Treasurer's Office. Please submit an application and a resume to the Lynn County Treasurer's Office.

Lynn County is an Equal Opportunity Employer. A background check will be required of finalist.