



**ATTORNEY'S OFFICE  
JOB ANNOUNCEMENT**

**OPENING DATE: June 13, 2018**

**CLOSING DATE: June 27, 2018**

Posting # 4145-06-18-02

**JOB TITLE: Legal Secretary I**

**PURPOSE:** We are looking for a skilled Secretary, preferably with legal experience, who will assist the Uintah County Attorney's Office with complex case management, to include scheduling, composing legal documents, composing confidential & professional correspondence, and maintaining a complex filing system. Applicants need to be computer literate and be able to learn a legal database. Will screen visitors, mail, and phone calls. This position requires a high degree of self-motivation, direction, integrity, judgment, and public relation skills. The position further requires ability to manage multiple tasks, to work well under stressful circumstances, and adhere to deadlines. Accuracy is an absolute requirement, along with the ability to pay great attention to detail.

**QUALIFICATIONS:**

- ❖ High School Diploma
- ❖ One year of secretarial experience required
- ❖ Type 50 wpm (Net) – **Current type test must accompany application**
- ❖ Computer knowledge

**WORK SCHEDULE & COMPENSATION:**

- ❖ Full Time with Benefits
- ❖ \$15.82 - \$23.22

For a copy of this announcement visit our website at [www.co.uintah.ut.us](http://www.co.uintah.ut.us) or call Human Resource at 435-781-5389.

Please submit a County application by mail, fax, e-mail, or in person by 5:00 p.m. on the closing date.

**Mailing address: Uintah County Human Resources**

**152 E. 100 N.**

**Vernal, Utah 84078**

**Fax # 435-781-5441**

**E-Mail: [application@uintah.utah.gov](mailto:application@uintah.utah.gov)**

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