



LEGAL DEPARTMENT

LEGAL ASSISTANT

The City of Jasper is seeking an individual to serve as a Full-Time Legal Assistant to the City Attorney. The work and responsibilities as a Legal Assistant vary on a day-to-day basis. The selected individual will be extremely detail oriented, a self-starter with strong organizational skills. Responsibilities include, but are not limited to, routine administrative duties, scheduling, answering telephone, receiving visitors, and performing computer entry and retrieval functions. The legal assistant must be able to monitor and track deadlines, organize files and maintain a filing system; maintain meeting minutes; compile and track file memoranda; maintain a file tracking system; and assist in legal department affairs for the City and its departments, offices, boards, commissions and agencies. This position is responsible for process of legal documents and maintenance of legal case records; works with other departments in order to log, docket, and schedule hearings; prepares notices of hearings and sends to interested parties; serves as liaison between City Legal Department personnel and court systems; transmits privileged legal and other information among staff and authorized persons. **Attention to detail is a necessity. Must be capable of maintaining a high level of confidentiality including, but not limited to administrative information.**

Required high school diploma or general education degree (GED); and two years or more of related experience and/or training; previous experience as paralegal and/or office manager is a plus. Working knowledge of Microsoft Office Suite of Programs. Requires knowledge and skills in operation of business office equipment, such as computers, copy/fax, calculator, printers, mailing, and multi-line telephone systems.

**Submit resume with cover letter of interest, qualifications, and references
or complete the online application at www.jasperindiana.gov.**

**Mail to:
PERSONNEL DIRECTOR
EOE #347
c/o City of Jasper
PO Box 29
Jasper, IN 47547-0029**

An Equal Opportunity Employer