

Legal Assistant
Sioux County Attorney's Office

The successful candidate for this full time position will provide support to the attorneys and staff. Specific duties include case preparation, file management, gathering, organizing, summarizing and indexing of electronic documents and discovery materials, assisting with public contact, assisting attorneys at hearings and trials, trial support and preparation, and additional clerical duties as assigned. Other duties will include collection of delinquent fines. This position requires excellent verbal and written skills as well as skills in prioritization and organization, the ability to work independently and cooperatively. Applicants must be professional, flexible and willing to assist attorneys and staff under strict timelines and must be able to maintain positive contacts with law enforcement and the public we serve. Applicants must have excellent computer skills including proficiency in Word, Excel, and Adobe.

A bachelor's degree from an accredited four-year institution with a major or coursework in paralegal studies, business administration, communications, criminal justice, or related fields is preferred. Previous experience in a legal office setting is beneficial but more important is a highly motivated and intelligent individual. Starting salary range for this position is \$40,000 – \$44,000, depending on experience, along with a generous benefits package including IPERS.

Applicants shall be subject to a background check or investigation as a condition of employment.

Please send cover letter, resume, and references by November 5, 2021, to:

Beverly Clark, Office Manager
Sioux County Attorney's Office
210 Central Ave SW
PO Box 168
Orange City, IA 51041
beverlyc@siouxcounty.org

(Sioux County is an Equal Opportunity Employer)