

## **Legal Secretary – Adams County Attorney’s Office**

This position involves document preparation, file updating and management, data entry, and basic secretarial skills including answering phones, assisting the public, and scheduling appointments. Candidates should have strong organizational and time management skills as well as the ability to multitask and meet deadlines. The ideal candidate will possess exceptional interpersonal communication skills and a professional demeanor. Computer literacy and prior secretarial experience is preferred. This position will prepare case files for court and accompany our attorneys to court one day per week.

Must be able to pass a background check.

Job Type: Full-time

Salary: \$15.25 per hour

Benefits:

- 401(k) matching
- Dental insurance
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Submit Cover Letter and Resume to:

**[tgilster@adamscountyne.gov](mailto:tgilster@adamscountyne.gov)**

Or mail to:

**Office of the County Attorney  
Office Manager  
P.O. Box 71  
Hastings, Ne 68902**