

POSITION ANNOUNCEMENT

Eureka County is currently accepting applications for the position of:

**District Attorney
Administrative Legal Secretary**

The Administrative Legal Secretary supervises assigned staff and performs tasks as office manager in a department that currently employs one attorney, one full time support staff, and two part time employees. The Administrative Legal Secretary carries out a wide range of legal secretarial services, monitors and assists in the development of the department's budget, functions as the department's software systems coordinator, and performs receptionist duties, typing, word processing, data entry, filing, and legal research, in addition to maintaining a positive working relationship with outside agencies, including law enforcement and courts, and witnesses and victims of crime.

Required qualifications include a minimum of three (3) years of legal, clerical and administrative experience, a High School Diploma, ability to work in a standard office environment and interact well with others, and the ability to be bonded. In addition, the qualified candidate will be detail oriented, exhibit a good understanding of being discreet with information contained in reports submitted to the office, and be willing to develop a high degree of competence with a variety of software systems. Job specific training will be provided. For more information, refer to the job description. Starting Salary Range is 122 step 1 (\$21.18 per hour). The salary may be adjusted based on training and experience.

The qualified candidate must maintain a current and valid Nevada Driver's License and be a citizen of the United States.

BACKGROUND CHECK REQUIREMENTS: The final candidate will be required to submit to fingerprinting as a condition of employment. In addition, the final candidate will be required to submit verification of identity, citizenship or legal right to work in the United States. The final candidate will also be subject to drug testing.

A complete job description and application can be obtained at www.co.eureka.nv.us.

Applications must be submitted by email to Toni Wright at twright@eurekacountynv.gov or by hand delivery to the Eureka County District Attorney's Office at 701 S. Main Street, Eureka, NV 89316. Applications will be accepted until this position is filled.

*Eureka County is an Equal Opportunity
Employer*