



POSITION OPENING

Position Available: Legal Secretary/Victim Specialist

Department: District Attorney's Office

Status: Full-time (37.5 hrs. a week) non-exempt

Wage: \$16.011 - \$17.567 based on experience

SUMMARY

To perform clerical and secretarial duties and tasks within the District Attorney's Office and to assist in the delivery of Victim – Witness Services for the Green County District Attorney's Office, assist in the preparation and review of legal and court documents for the Green County District Attorney's Office, complete assigned clerical, administrative and victim-witness tasks within appropriate deadlines and time limits, perform self-directed, program related tasks and exercise independent decision-making under direction of Victim Services Coordinator/Law Office Manager and District Attorney/ADA.

EDUCATION and/or EXPERIENCE

Associate's degree (A.A.) or equivalent from a two-year college or technical school; or six months to one-year related experience and/or training; or equivalent combination of education and experience.

A complete job description and application is available on the county's website at www.co.green.wi.gov under "Employment Opportunities". Please submit application along with resume to: District Attorney's Office at 2841 6th Street, Monroe WI, 53566. Applications will be accepted until 4:30pm Tuesday, October 20. If you have any questions, please call 608-328-9426.

An equal opportunity employer, the County of Green will not discriminate on the basis of handicapped status in admission or access to or treatment of employment or in its programs, services or activities. Green County requires a drug screening as part of its employment process. Upon hiring, a physical exam is required.