

Attorney-Legal Secretary:
Hall County Attorney's Office:

Legal secretarial position involving but not limited to criminal and civil duties, with a great benefit package. Serious candidates MUST have: One year of secretarial experience within the past two years; demonstrate excellent computer, typing and organizational skills, and the ability to work well in a fast-paced and multi-task environment with excellent communication skills. General computer and typing testing will be performed. An employment application completed with references is required for consideration and may be completed and submitted at www.hallcountyne.gov or picked up at the Hall County Attorney Office, 231 South Locust, Grand Island, NE, between 8:30am-5pm M-F. This position is opened until filled. Hall County is EOE.

Send provided online application to: bunnys@hallcountyne.gov