

Full-Time Legal Assistant Opening

Fremont County Attorney

The Fremont County Attorney is seeking a full-time Legal Assistant. Responsibilities include opening new civil and criminal files, answering calls, preparing documents for trial, and other duties that may be assigned by the County Attorney. Must be proficient using computers and highly organized for a fast-paced work environment that handles complex legal issues. Applicants with prior experience or education as a legal assistant or paralegal are preferred. Ideal applicant must be dependable and honest. Position has salary of \$37,000 - \$40,000, commensurate with experience and has access to full Fremont County benefits, including insurance, IPERS, and life insurance.

Applications are available online at

<https://www.fremontcountya.gov/vnews/display.v/SEC/County%7CEmployment%20Opportunities>

Please email questions and applications to pjohnson@co.fremont.ia.us by December 9, 2022.

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