

The Fremont County Attorney's Office is hiring for the position of Full-time Legal Assistant

The legal assistant will support the County Attorney and Deputy County Attorney manage all matters arising out of the attorneys' official duties. Areas of practice include criminal law, juvenile law, administrative law, civil law, county collections, and representation of the Board of Supervisors, the various departments of Fremont County, and county boards and commissions. Regular duties include, but are not limited to, the following: answer and forward calls; set up new case files in the electronic case management software; maintain attorneys' calendars; collect and disseminate discovery; prepare basic motions, petitions, and proposed orders; submit approved filings through EDMS – electronic court filing system; assist with county collections program.

Minimum requirements: Two (2) years of combined education and/or experience working as a paralegal or legal assistant. Associates degree in the legal field is preferred. Must be able to type 50 wpm. Proficient with Microsoft Word, Outlook, Excel, and Adobe Pro. Must have a valid driver's license.

Hours: 8:00-4:30, Monday - Friday

Compensation: Salary range \$30,000-\$34,000, commensurate with experience. Full county benefits, including health insurance, dental insurance, IPERs, paid vacations, holidays, and sick leave.

Application forms are available from and shall be submitted, along with current resume, to the appropriate department head via email fcattorneysoffice@co.fremont.ia.us. Applicants, including current employees, shall be considered on the basis of job-related qualifications including attitude, skill, and ability, past performance, efficiency, disciplinary record, and length of service.

Military service may also be a factor in hiring decisions, as provided by Iowa's Veteran's Preference law.

Fremont County is an equal opportunity employer.