



Legal Secretary

Lincoln County District Attorney's Office

Lincoln County is seeking qualified candidates for the position of **Legal Secretary**. This **full-time** position is responsible for greeting and directing visitors and callers to the proper person, department or agency, and performs secretarial and other specialized clerical work in the District Attorney's office, including typing, preparing documents, entering data, processing mail, and filing. The position works M-F 8am-4:30pm, but may require additional hours as the court schedule demands.

Minimum Qualifications:

- At least 1-2 years of general office experience demonstrating office skills, ability to follow complicated procedures and good judgment is required.
- A high school diploma or equivalent is required.
- Excellent communication skills and the ability to follow oral and written instructions.
- Organization, prioritization, ability to meet deadlines, multi-tasking and flexibility.
- Ability to operate such common office equipment as a telephone, copy machine, computer, word processor, printer and fax machine.
- Training, or the equivalent in experience, in Microsoft Office applications including Word, Excel and Outlook, as well as bookkeeping, required.
- Knowledge of basic legal terminology and the criminal justice system is highly desirable but not mandatory.
- Able to pass a background and criminal record check.

Applications are available at www.LincolnCountyMaine.me

Questions? (207)882-6311

Please forward all applications to: Lincoln County Administration
P.O. Box 249
Wiscasset, ME 04578
Fax (207) 882-4320
Email to careers@lincounty.me

Submit **resume and application** no later than **2pm, November 30, 2023**.

Lincoln County is an Equal Opportunity Employer