Senior Legal Secretary - Public Defender

DEPARTMENT: Public Defender

SALARY: $17.21 Hourly

OPENING DATE: 11/06/20

CLOSING DATE: Continuous

SUMMARY:

SENIOR LEGAL SECRETARY – PUBLIC DEFENDER

"The law office of the Kootenai County Public Defender is a family of legal professionals that believes in the rule of law, due process and dignity for all."

***APPLY ONLINE AT https://www.kcgov.us/356/Employment-Opportunities AND ATTACH COVER LETTER AND RESUME***

Apply for this position if you love a fun, fast-paced, challenging job. You will spend your day juggling a variety of tasks and will need to be able to change pace, take on rush tasks and return to a previously started task. You will work directly with a busy attorney and assist with preparing documents, scheduling appointments with clients and organizing information. The hours fly by and there is always plenty to do during the workday. The goal of our office is clients first – we work together as a team to put our clients first. If you like to work hard and work as part of a team, and you are detail oriented we may be a great fit for you!

- $17.21 per hour
- Public Employees Retirement System of Idaho (PERSI), a pension plan with five year vesting, 11.94% employer contribution, and a lifetime payout upon retirement.
- Excellent and comprehensive benefits package. For example, employee-only medical/dental/vision premium of only $55.33 per month (nicotine free rate). View our entire benefits package.
- Public Student Loan Forgiveness Program

View the full job description.

DO YOU QUALIFY?

- Do you have an Associate of Science degree in Legal Secretarial Skills and a minimum of 1 year secretarial or clerical experience or a minimum of 2 years senior secretarial experience in a law office?
- Note: Possession of a Paralegal or Legal Secretary degree is preferred
- Do you have excellent oral and written communication skills?
- Do you possess or have the ability to possess a driver’s license and are you insurable?

THIS IS THE JOB FOR YOU IF:

- You understand court rules and policies and have an understanding of legal terminology and format
- You enjoy working in a very busy office setting
**You have the ability to independently make decisions and exercise advanced judgment in completing tasks**

**You are able to show discretion and deal tactfully with members of the public under stressful situations**

**CONTACT US:**
Human Resources (208) 446-1640
kchr@kcgov.us

**OUR LOCATION:** Located in beautiful northern Idaho, and home to approximately 150,000 residents, Kootenai County is surrounded by scenic mountains and more than twenty pristine lakes—an outdoor enthusiast’s dream. The largest city and county seat is located in Coeur d’Alene and is on the majestic shores of Lake Coeur d’Alene. With a low crime rate and cost of living that is below the national average and significantly less than in larger cities, it is an ideal place to call home. [Click here](#) to learn more about living in Kootenai County.

**TO APPLY:** Apply online at [https://www.kcgov.us/356/Employment-Opportunities](https://www.kcgov.us/356/Employment-Opportunities) MUST ATTACH COVER LETTER AND RESUME TO ONLINE APPLICATION. Must successfully pass the County’s pre-employment and subsequent drug testing. Must be able to pass a national finger print clearance background check.

EOE/Vets Preference/Drug Free Workplace

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**QUALIFICATIONS:**

**SUPPLEMENTAL INFORMATION:**

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**APPLICATIONS MAY BE FILED ONLINE AT:**
http://www.kcgov.us/departments/personnel/jobs/

451 N Government Way
PO Box 9000
Coeur d’Alene, ID 83816
(208) 446-1640
kchr@kcgov.us

Senior Legal Secretary - Public Defender Supplemental Questionnaire

* 1. For this application we require a cover letter as well as resume. Please verify that you have attached a cover letter and resume prior to submitting this application.

☑ Yes  ☐ No

* 2. Do you have prior legal office experience?

☑ Yes  ☐ No

* 3. If you are a veteran, did you attach a copy of your DD214?

☑ Yes  ☐ No

* Required Question