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|  | ***BONNER COUNTY***  ***HUMAN RESOURCES***  1500 Highway 2, Suite 337, Sandpoint, Idaho 83864  Telephone: (208) 265-1456  Fax: (208) 265-1457 |

**TO:** All Employees

**FROM:** Human Resources Department

**DATE:** May 26, 2021

**SUBJECT:** JOB ANNOUNCEMENT POSITION

**Position: Legal Secretary I**

**Department: Prosecutor**

**Starting Pay:** $16.00 DOE

**Closing Date: until filled**

**Position Summary**

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking, both in person and over the telephone); walking, and repetitive motions. Requires good general vision.

The Legal Secretary is an administrative support position that assists in the successful operation of the Prosecutor’s office. Work involves recurring situations with occasional variances. Regular independent judgment is required to apply standard practices and decision-making within clearly defined parameters. Works independently with limited supervision under the general direction of the Prosecutor, the deputies, and the Office Manager. Communicates regularly with others inside the department, throughout the department, and occasionally with others outside the organization. Work has substantial impact on the operations of the Prosecutor’s office. Work is typically performed in an office environment with recurring intermittent stress due to deadlines. Does not typically involve travel.

**Specifications:**

* Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. High school diploma required with additional post-high school training in related field.
* Two years experience required in same or related work.

**To Apply:** Please visit our website at <https://www.bonnercountyid.gov/departments/HR/current-openings>. Click on APPLY HERE, this will take you to our Munis Self Service system. Follow the instructions to register and apply on line for the position.

**Veteran’s Status:** Bonner County will grant a preference to employment of veterans of the U.S. Armed Services in accordance with provisions of Idaho Code § 65-503 or its successor. In the event of equal qualifications for an available position, a veteran or family member who qualifies for preference pursuant to Idaho Code § 65-503 or its successor will be employed.