

# JOB OPENING

LAGRANGE COUNTY PROSECUTOR'S OFFICE

## Secretary

LaGrange County is accepting applications for a Secretary in our Prosecutor's Office. Incumbent is responsible for providing administrative assistance to Prosecutor, Chief Deputy, and Deputy Prosecuting Attorneys.

Qualifications: High School Diploma or equivalent is required. Must be organized and detail oriented, self-starter who is able to work unsupervised, multi-tasker, reliable, and uphold office confidentiality policy. Preferred candidates will have knowledge of the of legal terminology and standard legal procedures/practices, and basic office procedures, etiquette, and operation of equipment/technology.

Position is hourly (M-F, 35 hours per week), non-exempt status. Hourly rate is up to \$21.50 depending on experience. Benefits include health, vision, dental, and life insurance, retirement plan, paid time off, and employee assistance plan.

For a full job description and wage/benefits information, interested candidates should email Jenny Landez, H. R. Director, at [jlandez@lagrangeprosecutor.org](mailto:jlandez@lagrangeprosecutor.org).

**[Click here to easily apply online](#)**, scan the QR code, or go to the Human Resources tab on the County website:

**[www.lagrangeprosecutor.org](http://www.lagrangeprosecutor.org)**



LaGrange County is an EOE.

