



**LINN COUNTY DISTRICT ATTORNEY
Invites applications for the position of:**

Legal Secretary

Full Time (37.5 hours/week)
Monday - Friday 8:30AM-5:00PM

APPLICATION MUST BE RECEIVED BY:

SALARY: \$3,935-\$4,931 Monthly Plus excellent benefits: including health, dental, and retirement.

- Do you have an interest in being a vital member of a team that works to obtain justice for victims of a wide range of crimes including, homicide, assaults, child abuse, theft, etc.?
- Do you envision yourself in a role that allows you to solve problems in a fast-paced law office environment?
- Do you have a personal commitment to putting ethics into action by holding yourself to the highest standards of professionalism, honesty and principles?

JOB SUMMARY:

- Assisting attorneys in the courtroom by preparing visual digital media exhibits, coordination of witnesses, and strategizing effective arguments for a judge or jury.
- Enhancing attorney effectiveness by providing information-management support, anticipating needs, and working toward a common goal.
- Responsible for communicating between the District Attorney's Office, court staff, law enforcement, and defense attorneys regarding court appearance and case needs.
- Respond to daily urgent requests, in a timely manner, to support Deputy District Attorneys.
- Open new case files, prepare appropriate documents, and modify cases during court case life.
- Ability to work well under pressure, utilize strong organizational and prioritization skills, balance work assignments, and have high attention to detail.
- Ability to handle a wide range of situations and circumstances effectively, positively, and professionally and to maintain composure in difficult, stressful, and quickly emerging situations.

REQUIRED SKILLS/QUALIFICATIONS:

- Bachelor's degree or associate degree in administrative assistant professional related studies or equivalent combination of education and experience.
- A positive and constructive attitude and professional demeanor.
- Ability to maintain sensitive and confidential information.
- The ability to multi-task in a busy office environment.
- Superior organization skills and attention to detail.
- Excellent composition, grammar, punctuation, and proof-reading skills.
- Must pass a criminal history and background check.

EXPERIENCE OR PROFICIENCY PREFERRED:

- Knowledge of principles, practices, laws and procedures of criminal justice.
- Computer skills – experience or proficiency with any of the following:
 - Spreadsheets, SQL, and data analytics;
 - Setting up presentation equipment and familiar with presentation software;
 - Video/audio editing software;
 - Windows operating system;
 - Microsoft office suite of products;
 - Case management software;
 - Calendaring software;
 - Digital marketing;
 - Computer programing;
 - Graphic design software;
- Bilingual Spanish/English candidates encouraged to apply.

WORK LOCATION: Located in downtown Albany, Oregon, the Linn County District Attorney's Office is situated in the Willamette Valley midway between the Cascade Mountain Range and the Pacific Coast, and within an hour's drive to the Eugene, Corvallis, Salem, and Portland Metro areas.

HOW TO APPLY: Submit a completed Linn County District Attorney's Office Employment Application, along with a resumé and cover letter to:

Kim Norris
Operations Supervisor
Linn County District Attorney's Office
PO Box 100
Albany, OR 97321
FAX (541) 928-3501

Application forms may be obtained, at the Linn County Web page, <http://www.co.linn.or.us>.