

Public Defender Secretary

Secretary position involving but not limited to answering a multi-line phone system and working legal case files with assigned Attorney. Full time hours with great benefit package. Serious candidates MUST have: One year of secretarial experience within the past 3 years; demonstrate excellent computer, typing and organizational skills, and the ability

to work well in a fast-paced and multi-task environment with excellent communication skills. An employment application completed with references is required for consideration and may be picked up at the Hall County Public Defender Office, 117 E. 1st Street, Grand Island, NE, between 8:30am-5pm M-F.

This position is opened until filled. Hall County is EOE.