

Attorney - Legal Secretary:

Legal secretarial position involving but not limited to criminal and civil duties, with a great benefit package. Serious candidates MUST have: One year of secretarial experience within the past two 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. General computer and typing testing will be performed.

An employment application completed with references is required for consideration and may be downloaded from the <https://www.hallcountyne.gov> and submitted electronically or picked up at the Hall County Attorney Office, 231 South Locust, Grand Island, NE, between 8:30am-5pm M-F. This position will remain open until filled.