

Columbia County

Employment Opportunity

Civil Service Commission
230 Strand Street, St. Helens, OR 97051
Phone: (503)397-3874
www.co.columbia.or.us

August 8, 2017

POSITION: **LEGAL SECRETARY.** This position is full time, Civil Service but not represented by a union.

ANNOUNCEMENT #: 17-013 **DEPARTMENT:** County Counsel's Office

SALARY: \$4,121-\$5,099 per month. Excellent benefits including paid PERS.

CLOSING: **AUGUST 23, 2017.** Applications must be **received** electronically by 5:00 pm on the closing date. **Applications will only be accepted via online submission**

PLEASE NOTE: This recruitment is open to applicants who meet the requirements below and will be used to fill a current vacancy and vacancies that **may** occur in the next twelve months. You will be notified of your ranking within approximately two weeks after the closing date. Rankings will not be given over the telephone. Please do not call regarding the status of the process, you will be notified if you are selected for an interview.

DUTIES: Provide advanced secretarial, administrative and legal support to the County Counsel's office, working with highly sensitive and confidential information. Perform basic legal and real property title research.

TO QUALIFY: Equivalent to an Associate's degree in a related field, preferably legal. At least four years of responsible legal secretarial work which must include some prior experience working in a legal office. Preference will be given for prior work in a municipal office. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities may be acceptable.

TO APPLY: Applicants **MUST** submit the Columbia County application form. The application form must be filled out completely for consideration and the instructions online for submittal followed correctly. Incomplete or unsigned applications or applications not saved in the appropriate format will not be accepted. A thorough background check, including criminal history, will be conducted of final candidates.

APPLICATIONS: Columbia County Civil Service applications are mandatory. Complete the application online and email to HRJobs@co.columbia.or.us

An Equal Opportunity Employer (a copy of the County's EEOP may be obtained by calling the number listed above)