



Human Resources Department

November 4, 2021

Legal Assistant

Johnson County Attorney's Office is seeking for a Legal Assistant. This position will provide legal assistance and administrative support for the County Attorney's civil division. Researches and prepares various legal documents. Performs litigation support services for the County Attorney and Assistant County Attorneys.

Qualifications: Associate's degree in paralegal studies, legal assistant program or related field AND at least three (3) years of experience in a law firm, government law office or specialized legal services setting OR any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work. BA preferred.

Special Requirement: Valid Iowa driver's license and insurable under county liability coverage.

Compensation: Position salary is \$24.53 -\$29.44 an hour, commensurate with experience plus excellent benefits. Looking for diverse applicant pool and candidates willing to be trained on the job. To learn more about this position and to apply, visit www.johnsoncountyiowa.gov. Applications are accepted through November 25, 2021. Cover letter and resume must be attached with online application.

AA/EOE