

# LEHI



PIONEERING UTAH'S FUTURE

## LEHI CITY POSITION OPENING Legal Secretary

**CLOSING DATE:** August 8, 2014

**NUMBER OF OPENINGS:** 1

**STARTING WAGE:** \$10.00 per hour

**STATUS:** Part-time, non-benefited, approximately 10 hours a week.

**DEPARTMENT:** Legal Services

**JOB SUMMARY:** Performs a variety of working level complex, legal secretarial duties designed to expedite case preparation and legal services provided through the office of the City Prosecuting Attorney

**MINIMUM REQUIREMENTS:** Graduation from high school with course background in general office skills, plus one (1) year of specialized course work in legal secretarial sciences or a related field; AND Two (2) years of experience as a legal secretary, one (1) year of which must have been in the office of a prosecuting attorney or comparable position with exposure to legal termination, methods, and procedures.

**NOTE:** Submit your **application, resume, and cover letter** to [apply@lehi-ut.gov](mailto:apply@lehi-ut.gov) or Lehi City Human Resources, 153 N 100 E, Lehi, UT 84043. Lehi City will provide reasonable accommodations for any applicant during the selection process. If you have special needs, please call 801-768-7100, ext. 2265. **For required City application, contact Lehi City Human Resources, 153 N 100 E, Lehi, UT 84043 or download application and job description at [www.lehi-ut.gov](http://www.lehi-ut.gov).** Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.