

LEHI



PIONEERING UTAH'S FUTURE

LEHI CITY POSITION OPENING Legal Secretary

CLOSING DATE: December 16, 2014

NUMBER OF OPENINGS: Up to 2

STARTING WAGE: \$13.86 – \$18.72 per hour, depending on qualifications

STATUS: Part-time, non-benefited, approximately 20 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 AND Two (2) years of experience as an office secretary. General computer skills to open, edit, correct documents is required. Additional specialized course work in legal secretarial sciences or a related field or experience in the office of a prosecuting attorney or comparable position with exposure to legal termination, methods, and procedures is preferred.

NOTE: Submit your **application, resume, and cover letter** to 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.** Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.