

HELP WANTED

The Madison County Attorney's Office is currently accepting applications for the full time position for a Legal Administrative Assistant. High School Diploma or GED required. Benefits include health insurance, paid vacation, sick, and holiday time, and a retirement account.

Assist in all office duties assigned by the County Attorney. Draft, proofread and prepare various confidential legal documents. Considerable knowledge of computer systems and ability to efficiently operate personal computers and business software. This position is subject to veteran's preference.

Salary Range: \$14.75 – \$15.25

Please send letter of introduction, resume and references by December 23, 2021 to: Madison County Attorney, P.O. Box 269, Madison, NE 68748