

Butler County Attorney's Office is seeking a full-time legal assistant. General hours would be M – F 8:30 a.m. – 5 p.m. with a one-hour lunch break. This position is an excellent opportunity to work with a team of professionals in the legal field and assist in trial preparation and the presentation of electronic evidence in criminal prosecutions. Applicants should be proficient in the English language and proper grammar, spelling and punctuation, be proficient with computers, email and electronic transmissions, give great attention to detail, and have excellent organizational and personal communication skills. Experience with technology is beneficial. Applicants must have the ability to maintain confidentiality of all communications, documents, and correspondence in the County Attorney's Office. Knowledge of legal terminology and the court system is helpful, but not required. Primary duties would include organizing cases for trial, preparing legal documents, assisting the County Attorney and Deputy County Attorney during trial as needed, working with law enforcement agencies in obtaining investigative reports and videos, preparing discovery as directed by the attorneys, assisting in the monitoring and enforcement of child support, and performing other duties as directed. Training will be available. This is a challenging but rewarding career-oriented position with great benefits including individual health insurance and partial paid family insurance, retirement, vacation, and paid government holidays. Salary negotiable depending upon experience. Please submit your application, resume and cover letter no later than September 15, 2023.

This position is subject to Veteran's Preference as required by Nebraska law. Butler County is an EOE and invites applicants with disabilities to make known any necessary accommodations in the application process.

Job Type: Full-time

Salary: \$18.00 - \$22.00 per hour

Benefits:

- Retirement
- Dental insurance
- Health insurance
- Vision insurance
- Retirement
- Paid Vacation
- Paid Sick leave

Forward cover letter, resume and application to Heidi Loges, Human Resources Director, 3190 N Rd., Ste. 1, David City NE 68632 or email to hloges@butlercountyne.gov. The application is available on the Butler County, Nebraska website at butlercountyne.gov – employment opportunities.