

The Hamilton County Attorney's Office is accepting applications for a 32-40 hour a week legal assistant. Applicant's must be a US Citizen, 19 years of age, high school diploma or equivalent, no felony or serious misdemeanor convictions and be of good moral character. Skills to be successful in this job include: good communications skills, attention to details and be able to multi task. Experience with MS word and Excel, Word Perfect. Benefits include, paid vacation, sick leave, holiday pay, health insurance and County Retirement Program.