

# **Legal Secretary**

**Interested candidates are invited to attend our  
Open House on Tuesday, April 4<sup>th</sup>.  
Open interviews will be held from 2:00 pm to 5:00 pm at:**

The Office of the State Attorney  
201 SE 6<sup>th</sup> Street  
Fort Lauderdale, Florida 33301  
**Human Resources – Central Building - Room 660C**

**Please bring your resume and a completed Office of the State Attorney Employment Application.**

For additional employment information and a **copy of our Employment Application**,  
please visit our website at [www.sao17.state.fl.us](http://www.sao17.state.fl.us).

Base Pay: \$25,700 / Year  
Employee Type: Full-Time with Benefits  
Job Type: Secretarial/Clerical  
Education: High School  
Experience: At least 2 years

## **Description**

Join the State Attorney's Office team as a Legal Secretary.  
This position will go to a team player who is able to perform a variety of complex, confidential tasks and work well under pressure while providing outstanding clerical support to several attorneys.

**This is a full time position – Monday to Friday, 8:00 a.m. to 5:00 p.m.**

Duties include typing, filing and other clerical tasks; computer data entry; telephone communications with victims, witnesses, and law enforcement personnel; maintaining the attorney's calendar and scheduling depositions; managing daily time sensitive mail; updating case files using our in house case management software; issuing Subpoenas and e-filing motions and orders with the courts; assisting attorneys with routine and detailed tasks related to criminal court proceedings; and other tasks as assigned by the Assistant State Attorneys or the Support Staff Supervisor.

## **Requirements**

Candidate must be highly motivated, extremely organized, and be able to handle confidential matters with the utmost discretion. We are looking for responsible self-starters with excellent communication skills (both oral and written) who will work well under pressure and require minimal supervision after training. The ideal candidate will have knowledge and experience with the criminal justice system. Graduation from a standard high school and two years of secretarial experience (or equivalent combination of training and experience) is required. A qualifying typing and data entry test will be administered by our office.

## **Contact Information**

Contact: Liby Bain – Human Resources Administrator  
Phone: 954-831-7989

The Office of the State Attorney, Seventeenth Judicial Circuit, is an *Affirmative Action/Equal Employment Opportunity Employer*.