

Starke County Job Opening: Legal Assistant
Department: Starke Circuit Court

POSITION SUMMARY

Legal Assistant for Starke Circuit Court. Perform a variety of operations related to the documentation of Court hearings resulting in the production of written Orders. Provide administrative support to the Judge and Magistrate. Excellent secretarial and organizational skills required. All candidates should be proficient in managing computer programs, word processing, and office technologies.

APPLICATION INFORMATION

Interested candidates should submit resumes to:

rmeadows@starke.in.gov
