

**BEAR LAKE COUNTY HAS AN OPENING  
FOR A CLERK/LEGAL SECRETARY**

**DUTIES WILL INCLUDE:**

- Applicant must be able to perform complex legal, secretarial and clerical duties in a court/office setting.
- Duties include court case management, data entry and preparation of legal documents, both in an office setting and during sessions of court.
- Must be able to work well with court personnel/legal professionals and the public under stressful circumstances and be a problem-solver.

**DESIRED QUALIFICATIONS:**

- Must have high school education or equivalent.
- Advanced secretarial skills with legal experience including court environment are preferred, but not required.
- Computer experience with Windows and Microsoft Word.

**APPLICATIONS ARE AVAILABLE AT THE CLERK'S OFFICE IN  
PARIS or ONLINE AT [bearlakecounty.info](http://bearlakecounty.info)**

- Position shall remain open until filled.
- Preference may be given to internal applicants.

**BEAR LAKE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**