



OFFICE OF THE DISTRICT ATTORNEY
JUDICIAL CENTER
359 E. Center Street Suite 1101
MEADVILLE, PENNSYLVANIA 16335-2696
(814) 333-7455 Fax: (814) 336-4225

November 4, 2021

Notice of Job Vacancy

Office: Crawford County Office of District Attorney

Position: Legal Secretary

Full-Time 35 hours per week

This position is in the "Court Related" bargaining unit of SEIU 668

Rate of pay pursuant to contract for a new hire in 2021: \$15.74 per hour plus benefits

Essential Duties: Answers the phone, greets visitors, and assists the Office with secretarial/clerical needs. Maintains the scheduling for all the attorneys in office, creates files, files documents, sends correspondence, contacts police agencies to schedule officers for court hearings, coordinates and communicates with other court related offices regarding scheduling. Must have a pleasant demeanor and a professional, courteous attitude.

Qualifications: Education/Training: High school diploma or equivalency, plus some secretarial, legal and computer training. Paralegal certificate preferred.

Work Experience: One to two years working experience in law office or professional office.

Please send resumes and/or county job applications to:

Crawford County Office of District Attorney

359 E. Center St. Suite 1101

Meadville, PA 16335

Please include references

The deadline for submission is Wednesday, November 24, 2021.