

## Attorney Legal Secretary

Adams County Attorney's Office is currently accepting applications for a legal secretary.

Responsibilities include assisting attorneys w/ document preparation, answering phones, assisting the public, & case file management.

Personable manner, computer experience & good organizational skills required. \$13.39/hour w/ benefits.

Submit resume w/ cover letter & references by January 19, 2018, to:

Donna Fegler Daiss  
P.O. Box 71  
Hastings, NE 68901