

County of Aroostook

COMMISSIONERS' OFFICE

COUNTY ADMINISTRATOR

RYAN D. PELLETIER



COUNTY COMMISSIONERS

PAUL J. ADAMS
HOULTON

NORMAN L. FOURNIER
WALLAGRASS

PAUL J. UNDERWOOD
PRESQUE ISLE

Legal Assistant Houlton District Attorney's Office

The District Attorney's office in Houlton has an immediate opening for a full-time (40 hours/week) Legal Assistant position. Position is responsible for performing a variety of administrative support services to include but not limited to: answering the phone; mail distribution; data entry; preparing correspondence for DA and Assistant DAs; and performing other related administrative support duties.

Job Requirements:

- Excellent written and verbal communication skills and organizational skills;
- Strong PC skills. Familiarity and working knowledge of Microsoft Office Suite (principally Word);
- Must have strong attention to detail and ability to work effectively in a fast paced environment;
- Ability to handle sensitive and confidential information with discretion;
- Ability to work independently and as part of a team, providing high quality customer service;
- High school diploma or the equivalent. Two years of experience in similar position;
- Experience working in a law office setting helpful;
- Occasional travel to Presque Isle and Caribou offices required. Valid Driver's License required.

The County of Aroostook offers a competitive benefits package.

Qualified candidates should send resume, three (3) references, and letter of interest to the below address. Resumes will be accepted until October 5, 2018.

County Commissioners' Office
Attn: Human Resources Department
144 Sweden Street, Suite 1
Caribou, ME 04736

Or email resume to: christina@aroostook.me.us

The County of Aroostook is an Equal Opportunity Employer.