



JOB ANNOUNCEMENT

POSITION: Legal/Administrative Assistant

LOCATION: County of Stanly
Central Administration
1000 North First St, Suite 10
Albemarle, NC 28001

SALARY: \$36,570 or DOQ

HOURS: 37.5 hours per week (Monday-Friday)

JOB SPECIFICATIONS: Work in this classification provides administrative and technical support to Legal Department and Central Administration professional staff. Work is characterized by its variety, complexity, and confidential nature. Work requires effective communication skills; knowledge of office operations, procedures, and technology; knowledge of legal terminology and procedures (i.e., reviewing, drafting, processing, filing, and searching of legal documents); ability to maintain and route records, contracts, and files; initiative, sound judgment, and discretion in handling public contact situations and completing assignments; appropriate handling of sensitive and confidential information; and ability to independently make routine administrative decisions and answer inquiries by telephone and in person. Complexity is present in conducting title searches and document review and requires significant attention to detail.

MINIMUM QUALIFICATIONS: Any combination of education and experience as an administrative/legal assistant and/or paralegal sufficient to meet the necessary knowledge, skills, and abilities. Some specialized technical training as a paralegal and work experience in general law or property preferred.

RECRUITMENT PERIOD: **Open Until Filled**

APPLICATION PROCESS: All applicants must apply through the NEO GOV website at <https://www.governmentjobs.com/careers/StanlyCounty> or the NC Works Career Center, 994 N First Street, Albemarle, NC 28001. (704) 982-2183

Stanly County is an Equal Opportunity Employer

P| 704.986.3605

F| 704.986.3841

www.stanlycountync.gov

Human Resources

1000 N. First Street, Suite 10A, Albemarle, NC 28001