

COUNTY OF STARK



STARK COUNTY COURTHOUSE  
130 W. MAIN STREET • P.O. BOX 476  
TOULON, IL 61483-0476

GENERAL OFFICE  
309/286-3221  
309/286-4039 FAX

**JAMES D. OWENS**  
STATE'S ATTORNEY

**JOB OPPORTUNITY**

The Stark County State's Attorney's Office is seeking applicants for the position of Legal Secretary for the performance of legal and clerical work. This position requires a basic knowledge of legal terminology and court procedures. The Legal Secretary will assist in typing memoranda, pleadings, motions, rulings, reports, orders and petitions and will proofread and file documents. Service to the public will include telephone conversations and in person office visits. Qualifications for this position require effective oral and written communication skills and the physical ability to file and duplicate information which includes bending, stretching, stopping, and lifting up to 15 pounds. Attendance and the ability to maintain confidential information is an essential function of this position. Hours of work are Monday through Friday from 8:30 a.m. to 4:30 p.m. in the Stark County Courthouse.

Please send a resume and cover letter to the Stark County State's Attorney's Office, 130 W. Main Street, P.O. Box 476, Toulon, IL 61483.

Application deadline is noon on Friday, November 20, 2020.