

The Griggs County State's Attorney office is seeking a full-time legal assistant. This position is responsible to provide administrative support to the attorney including word processing using Microsoft Word for Windows, electronic court filing, maintaining files, docketing, calendaring deadlines, and other general office duties as assigned. Legal education and/or experience in litigation paralegal duties are preferred, good technological/computer skills, and multitasking capabilities are desired. Applications will be accepted until October 31, 2015. Please submit cover letter and resume to [jayme.tenneson@griggscountynd.gov](mailto:jayme.tenneson@griggscountynd.gov).

**Equal Opportunity Employer**

Griggs County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.