

Lackawanna County is seeking a Secretary for the Office of the Public Defender. Hours are 9:00AM – 4:00PM.

The successful candidate will be responsible to prepare/maintain all legal documents, greet and interview clients, schedule hearing dates, assist in completing Application for Representation by the Public Defender's Office as well as applications for various programs offered by the Court. Ensure efficient workflow by processing Applications for Representation by the Public Defender's Office received daily from the Lackawanna County Prison in a timely manner that includes determining eligibility and gathering information and proper documentation among other duties.

High school diploma or GED is required with a Paralegal or legal degree/internship preferred. Minimum 55WPM required. Proficient secretarial skills including typing/keyboarding, proofreading, formatting legal documents and correspondence; proficient computer skills including Microsoft Word, Outlook, and Legal Edge Case Management System required. Please submit an application & resume no later than November 12, 2010 to:

Human Resources Analyst
Lackawanna County Administration Building
200 Adams Avenue, 6th Floor
Scranton, PA 18503
petersens@lackawannacounty.org

EOE