

Legal Assistant / Paralegal. The Carbon County Attorney Office is accepting applications for a full time legal assistant. Word processing, writing, filing, and office organizational skills are required. Applicants may be asked for a writing sample. Experience in the legal field or paralegal training are preferred. Applicants must be comfortable interacting with the public, court staff and law enforcement. Salary: DOE. County retirement system and health insurance contribution . Applications and full job descriptions are available at the Carbon County Administration building or [co.carbon.mt.us/employment](http://co.carbon.mt.us/employment). Carbon County is an equal opportunity employer. Employment is conditional upon successful completion of a background check and pre-employment drug and alcohol screening. Applications will be accepted until January 29, 2021 and can be turned into the Carbon County Attorney Office. For more information please call 446-3300.