

POSITION AVAILABLE

LEGAL SECRETARY

Somerset County Commissioners are accepting applications for a Legal Secretary. This is a full-time classified position (Grade 7), located at the Somerset County State's Attorney's Office.

Position Requirements: High School Diploma, Experience with Microsoft Office, Word, Excel, and excellent phone manners.

The applicant should demonstrate filing and organizational skills, the ability to learn new computer skills, and the ability to compose professional correspondence. The successful candidate will be a self-starter who can complete tasks with minimal supervision. Legal experience preferred, but not required.

Job application forms and copies of the job description are available at the Somerset County Human Resources Office, Room 214, 11916 Somerset Ave., Princess Anne, MD 21853. Completed job applications shall be returned to the above address on or before 4:30p.m., Wednesday May 22, 2019.

Office of
The State's Attorney
for Somerset County

WESSMANN D. GARNER
STATE'S ATTORNEY
PHONE (410) 651-3333



KENDRA E. HAYWARD
DEPUTY STATE'S ATTORNEY
FAX (410) 651-3453

30500 PRINCE WILLIAM STREET
PRINCESS ANNE, MARYLAND
21853-1229

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