

Legal Secretary

The City of Cut Bank is accepting applications for a full time Legal Secretary. The Legal Secretary is responsible for providing administrative and clerical support to the Office of the City Attorney. Basic knowledge of legal and criminal terminology and court procedures, as well as extensive knowledge of office procedures, practices, and processes, are required.

The City of Cut Bank offers a great benefit package. including PERS retirement, health insurance, paid Holidays, vacation and sick leave, and membership at the Civic Center and Pool.

Full job description and application are included here.

Supporting Documents

cut_bank_city_attorney-legal_assistant_job_description.pdf 376.88 KB

application.pdf 189.71 KB