



Montana Association of Counties

Serving Montana Counties Since 1909

2715 SKYWAY DRIVE, SUITE A, HELENA, MT 59602

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www.mtcounties.org

VACANCY ANNOUNCEMENT

MACo Defense Services Legal Assistant

The Montana Association of Counties (MACo) is seeking a Legal Assistant to provide support services to the attorneys in its Defense Services Department. This position has extensive contacts with MACo members, outside counsel, court officials, claims adjusters, medical providers, and legal vendors.

Successful applicants should have:

- High school diploma or equivalent; and
- Three to five years related experience;
- Experience within a law office with litigation experience preferred; or
- Any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

Any equivalent education, experience, and/or training which provide the required knowledge, skills, and abilities necessary to perform the required essential functions of the position will be considered.

The starting salary is \$18.23 per hour, with consideration of an increase following successful completion of a 6-month probationary period. MACo offers a generous benefit package including health insurance (including dental and vision), 401k retirement contribution, vacation, sick leave, and holiday pay. The position is located in Helena, Montana.

A full position description and information on how to apply are available on our website: www.mtcounties.org.

To apply, please submit a completed MACo application and resume to:

Sheryl Wood
Montana Association of Counties
2715 Skyway Drive, Suite A
Helena, MT 59602

Position will remain open until filled by a qualified applicant.

Applications received by 5:00 p.m. on Friday, September 29, 2017, will be given preference for initial screening.

MACo is an equal opportunity employer. Reasonable ADA accommodations will be made.