

Position Announcement  
**Secretary/Paralegal**

**Full-Time Secretary/Paralegal** position in the **Grand Forks Law Office of Legal Services of North Dakota**.

**Duties:** Responsible for performing legal and non-legal clerical duties. Non-legal duties include receptionist, bookkeeping, operating case and time management computer systems, ability to exercise independent judgment, initiative, and coordination of assigned office operation. Legal duties include e-filing documents, drafting legal documents, answering phones, correspondence with client, scheduling meetings, conducting outreach, and other duties as assigned.

**Qualifications:** A minimum of a high school diploma with one year of secretarial experience or training. Preference for a four year degree or Paralegal Degree. Must have strong computer skills, strong organization skills, sensitivity to needs of clients, professional and courteous demeanor.

**Salary:** Depending on experience. Excellent benefit package.

Open until filled.

**Submit resume and application form:**

Willa Rhoads  
Legal Services of North Dakota  
418 E Broadway Ste 7  
Bismarck ND 58501  
(701) 222-2110  
wrhoads@legalassist.org

**General Information**

Name (Last, First, Middle Initial)		Social Security No.		Work Telephone No.
Mailing address	City	State	Zip Code	Home Telephone No.
Have you ever been convicted of a crime other than a minor traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No (Convictions are not an absolute bar to employment but will be considered in relationship to the job requirements.)				
State name of desired position: <b>Secretary/Paralegal - Grand Forks Law Office</b>				
<b>Date Available For Work:</b>				
How Did You Find Out About This Job? <input type="checkbox"/> Job Service ND; <input type="checkbox"/> Newspaper; <input type="checkbox"/> Internet <input type="checkbox"/> Word of Mouth; <input type="checkbox"/> Other				

**Education and Training:** Please supply a **transcript** if you have **graduated from college or other post high school training or educational facility within the last five years.**

Did you graduate from high school or receive a GED Certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Post High School	No. of Credits		Primary Field of Study	Degree Obtained	Date
School Name and Location (college, business, nursing, vocational, or other)	Qtr. System	Sem. System			

Other relevant education/training skills:

Computer skills (hardware and software):

Current professional license/certificate/registration:

Related Volunteer experience:

**Employment History**

- ▶ Start with your current or last job
- ▶ Any change of job title under the same employer should be considered a separate position
- ▶ Attach Extra Sheets using the same format if you have additional employment history

May we contact your current employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable		
Employer	Telephone No.	Supervisor's Name
Type of Business	Address	
Your Job Title	Dates Employed (indicate months and years) From:                      To:	Average Hours Worked Per Week
Duties:		
Hourly or Monthly Salary rate at present or when leaving employment  \$ _____ Hourly \$ _____ Monthly	Reason for Leaving	

Employer	Telephone No.	Supervisor's Name
Type of Business	Address	
Your Job Title	Dates Employed (indicate months and years) From:                      To:	Average Hours Worked Per Week
Duties:		
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I certify that all information contained in this application and any attachments is true and complete to the best of my knowledge. I understand that any willful misrepresentation, false statement, or omission by me in the application or interview process will be cause for rejection of my application or termination of my employment. I authorize investigation of all statements made on this application and any attachments, and I release all persons, companies, and organizations from liability for providing or receiving such information. I further understand that this employment application and other employment related documents are not contracts of employment; and that any oral or written statements to the contrary are hereby expressly disavowed.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Equal Opportunity Employer

**References:** Please provide three references (two must be professional rather than personal).

Name	Position or Relation	Address	Phone

*No resumes will be accepted in place of an application form. This position is closed when filled.*

08/17

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