



**COUNTY OF MODOC**  
**Invites your interest in applying for**  
**An Extra Help Legal Assistant Position within**  
**the District Attorney's Office**

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03/26/24

**OPEN UNTIL FILLED**

**Legal Assistant within the District Attorney's Office:**

The Modoc County District Attorney's Office is accepting applications for a part-time (32-hour per week), Extra Help Legal Assistant position which would include duties such as document review, scanning, data entry, filing, reception, answering phones, general office support, and special projects as assigned.

The ideal candidate shall have a strong eye for detail and interest in a career in the legal field. Must be reliable and proficient with computers, MS Office Software, and the operation of standard office equipment and the ability to lift objects to 40 lbs. Potential for advancement.

To apply please provide the following information:

1. Employment Application
2. Resume
3. 3-5 References

**SALARY: \$18.00-\$22.00 per hour, DOE. No County Benefits.**

**MODOC COUNTY IS AN EQUAL-OPPORTUNITY EMPLOYE**