

The Chillicothe City Law Director's Office is currently accepting resumes for a permanent, part-time law clerk position. Resumes and requests for additional information must be submitted via email to: lawdirector@chillicothelawdir.com. A brief job description follows.

Responsibilities

- Data entry
- Processing evidence to include law enforcement reports, videos, etc.
- Filing
- Handling office correspondence including answering phone calls and emails
- Other duties as assigned by the office manager

Qualifications

- Comfortable working with all Microsoft Office products
- Some college is preferred; high school diploma or equivalent is required
- 1-2 years experience in a law firm or office environment is preferred
- Attention to detail and ability to maintain confidentiality
- Must be able to pass a criminal background check

We look forward to welcoming a new member to the Law Director's Office team.