



Position Vacancy Announcement

City Attorney's Office - Temporary Legal Assistant

About the City of Livingston and the City Attorney's Office

The City of Livingston is currently recruiting for a Temporary Legal Assistant to join the City Attorney's office and provide legal administrative support to the City Attorney for a period of 3-4 months to cover a maternity leave. This is an exciting opportunity for a seasoned Legal Assistant who wants to contribute on a short term basis.

The City Attorney's Office handles all misdemeanor criminal cases in the City of Livingston and also serves as counsel to department heads and the City Manager in diverse areas of the law including contracts, civil, liability, human resources and government procedure.

Position / Benefit Information:

The Legal Assistant is a full time temporary position working Monday - Friday 8am-5pm. Anticipated pay range is between \$15.00 - \$17.00 per hour depending on qualifications and experience.

Qualifications:

Preparation through both education and experience will determine the best qualified applicant. The ideal applicant will have a relevant educational background and experience with the administrative support functions of a legal office. Keen attention to detail and a high degree of organization are essential for success in the role. Exceptional customer relations and service skills are required as this position works actively with the community. Notary highly preferred.

How to apply:

Please send your resume and cover letter electronically to HR@livingstonmontana.org and address it to the attention of:

Lisa Lowy, HR Director
City of Livingston
229 River Drive
Livingston, MT 59047

The City of Livingston is an equal opportunity employer committed to providing a professionally rewarding work environment.