



## **Position Vacancy Announcement**

### **City Attorney's Office - Legal Assistant**

## **Legal Assistant / Paralegal**

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

The City of Livingston is currently recruiting for a Legal Assistant or Paralegal to join the City Attorney's office and provide legal administrative support to the City Attorney. This is an exciting opportunity for a seasoned Legal Assistant or Paralegal to join a small dynamic team in the growing community of Livingston, Montana.

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 position working Monday - Friday 8am-5pm. This is a fully benefited opportunity including health insurance, time off, retirement and numerous other benefits. Anticipated pay range is between \$17.00-23.00 per hour depending on experience and qualifications.

### **Qualifications:**

Preparation through both education and experience will determine the best qualified applicant. The ideal applicant will have a relevant degree and extensive experience with the administrative support functions of a legal office. Keen attention to detail and a high degree of organization, professionalism and ability to maintain required confidences 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.

Applications will be reviewed as they are received.

### **How to apply:**

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

Lisa Lowy, HR Director  
City of Livingston  
220 E Park Street  
Livingston, MT 59047

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