



**OFFICE
ASSISTANT/LEGAL
ASSISTANT**

PERRY COUNTY PROSECUTING ATTORNEY'S OFFICE

Full Time Position

Primary duties include answering phones, providing information regarding the criminal justice system, file organization, paper and electronic filing, and scanning documents. Applicants must possess strong listening and communication skills, must be proficient in Microsoft Word and Excel, handle multiple phone lines, and enjoy working with others.

Salary is \$24,000-27,000/year
(commensurate with experience)
plus benefits. EOE

Send resumes and two (2) references to
123 N. Spring Street, Perryville, MO 63775 or
email: cpistorio.hplaw@yahoo.com.

NO PHONE CALLS PLEASE.