

Immediate opening in the Putnam County Prosecuting Attorney's Office for a full-time legal secretary. Ideal candidate has at least some legal office experience and/or legal assisting degree. Applicant must possess superior organizational, interpersonal, computer, telephone, communication skills, financial/bookkeeping as well as the ability to multitask, and be detail oriented. Position will offer a compensation package based on experience including full county benefits.

If interested, please submit a resume and cover letter to: Gary L. Lammers Putnam County Prosecuting Attorney 336 E. Main Street Ottawa, Ohio 45875 or electronically to gary.lammers@putnamcountyohio.gov