



# We're Hiring!

## LEGAL SECRETARY

*Hood River County Employment Opportunity*  
District Attorney's Office

April 2026

Legal Secretary

**Hood River County is looking for a highly organized and proactive LEGAL SECRETARY with clerical office experience to join our District Attorney's team** and play a critical role in tracking and filing complaints, typing judgments, maintaining trial calendar and similar functions. This role requires exceptional attention to detail, the ability to manage priorities under tight deadlines, and a self-starter who thrives in a fast-paced environment working independently while maintaining a high level of professionalism. The position performs legal secretarial work with minimal supervision and involving knowledge of complex legal principles and terminology. Assists in a variety of clerical tasks in preparing criminal cases for trial by reviewing files, summoning witnesses, scheduling preliminary hearings, drafting indictments and instructions.

**This is a full-time, on-site position with a M-F, 8am-5pm schedule.**

### **Must Haves:**

- Minimum one year Clerical office experience
- Completion of two years of college supplemented by training in legal office practices
- Working proficiency with Microsoft Office tools
- Valid driver license with good driving record
- Notary Public certification
- Must be able to pass thorough background check
- LEADS Certification and/or the ability to obtain within 90 days
- Self-motivated with excellent time management and organizational skills to meet strict deadlines, multitask, and maintain attention to detail.

### **Essential Responsibilities:**

- Perform variety of clerical tasks in preparing criminal cases for trial by reviewing files, summoning witnesses, scheduling preliminary hearings, drafting various legal documents including indictments, motions and instructions.
- Perform the tracking and filing of complaints, typing judgments, maintaining trial calendar, scanning of documents and similar functions.
- Operate, maintain, and update case information in management software program.
- Receive telephone calls and visitors, route calls, take messages, apply knowledge of legal and office procedures in answering inquiries.
- Order office supplies and equipment and make travel arrangements for office staff in accordance with county policy when necessary.
- Uphold confidentiality and compliance with legal procedures at all times.
- Conduct research and compile relevant information as needed.
- Monitor and manage media accounts as needed.
- Cross-training for multiple roles.
- Perform other duties as assigned.

**Qualifications:**

- Knowledge of general and legal office methods and procedures.
- Knowledge of court procedures and terminology.
- Knowledge of legal forms and documents.
- Knowledge of and skill in the use of legal case management software program.
- Working proficiency in Microsoft Office Suite.
- Ability to be self-motivated, resourceful, and able to work independently with little supervision.
- Ability to maintain confidential nature of sensitive information received.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to establish and maintain effective working relationships with subordinates, peers, supervisors.
- Ability to maintain professionalism in all manner of legal office environments.

**Wage: Starting at \$23.88/hr. depending on experience**

**Longevity:** 2.5% on base salary beginning after the 5<sup>th</sup> year of employment; additional 2.5% increase each 5-year period thereafter.

**Additional Compensation:** Spanish Bi-lingual Fluency

**Benefits:** 100% paid Public Employee Retirement; shared cost for medical, dental, and vision insurance; paid sick leave; paid vacation; 11 paid holidays; Flexible Spending; Deferred Compensation; and HRA.

**Application Process:**

Review and complete the full Hood River County Application. Applications can be found on the Hood River County website within the Services > Employment tab [www.hoodrivercounty.gov](http://www.hoodrivercounty.gov)

While this position will remain open until it is filled, **we will aim to schedule our first interviews by mid-May**. We will be reviewing applications frequently. If there are any questions regarding this process, please reach out to Hood River County Human Resources.

Email: [hr@hoodrivercounty.gov](mailto:hr@hoodrivercounty.gov)

Phone: 541-387-6879

In Person: 601 State Street, Hood River, OR – 3<sup>rd</sup> Floor Administration Office

**HOOD RIVER COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.**



**HOOD RIVER COUNTY**  
*A small county with a big mission:  
Providing Quality of Life for All.*

FLSA Status: Nonexempt
Union: AFSCME 1082-Gen
Work Comp Code: 8810
EEOC: Clerical
Salary Grade: 2C
Last Update: April 2026

<b>JOB TITLE</b>	<b>Legal Secretary</b>
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**Job Summary**

Provides specialized and administrative support within the District Attorney's Office including records and file management, legal document preparation, and customer service.

**Essential Duties**

- Receives telephone calls and visitors, routes calls, takes messages, applies knowledge of legal and office procedures in answering inquiries.
- Performs the tracking and filing complaints, typing judgments, maintaining trial calendar, scanning of documents and similar functions.
- Performs variety of clerical tasks in preparing criminal cases for trial by reviewing files, summoning witnesses, scheduling preliminary hearings, drafting various legal documents including indictments, motions and instructions .
- Operates, maintains and updates case information in management software program.
- Orders office supplies and equipment and makes travel arrangements for office staff in accordance with county policy when necessary.
- Upholds confidentiality and compliance with legal procedures at all times.
- Conducts research and compiles relevant information as needed.
- Monitors and manages media accounts as needed.
- Cross-training for multiple roles.
- Performs other duties as assigned.

**Knowledge and Skills**

- Knowledge of general and legal office methods and procedures.
- Knowledge of court procedures and terminology.
- Knowledge of legal forms and documents.
- Knowledge of and skill in the use of legal case management software program.
- Working proficiency in Microsoft Office Suite.
- Ability to be self-motivated, resourceful, and able to work independently with little supervision.
- Ability to maintain confidential nature of sensitive information received.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to establish and maintain effective working relationships with subordinates, peers, supervisors.
- Ability to maintain professionalism in all manner of legal office environments.

**Minimum Qualifications**

- Minimum one year Clerical office experience
- Completion of two years of college supplemented by training in legal office practices
- Working proficiency with Microsoft Office tools
- Valid driver license with good driving record
- Notary Public certification
- Must be able to pass thorough background check
- LEDS Certification and/or the ability to obtain within 90 days
- Self-motivated with excellent time management and organizational skills to meet strict deadlines, multitask, and maintain attention to detail.

**Supervision Received and Exercised**

- Supervision Received: Office Manager
- Supervision Exercised: None

**Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing this job, the employee works in an indoor, office environment. Employees are frequently exposed to typical non-physical office demands. Employees perform sedentary work.

# HOOD RIVER COUNTY

## Application for Employment

601 State Street, Hood River OR 97031  
 Email: [hr@hoodrivercounty.gov](mailto:hr@hoodrivercounty.gov) Phone: 541-387-6879

Hood River County provides equal employment opportunities to all qualified employees and applicants, without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran's status, or any other status protected by applicable federal, Oregon, or local law. Our Equal Employment Opportunity policy applies to all aspects of the employment relationship including, but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment. To claim veterans' preference in hiring, complete the Veteran's Preference Form and submit it with the required documentation at the time you submit this application.

**THIS APPLICATION WILL BE CONSIDERED FOR THIS SPECIFIC JOB. IT WILL NOT BE RETAINED FOR FUTURE POSITIONS. IF YOU DESIRE TO BE CONSIDERED FOR A POSITION AT A FUTURE TIME, YOU MUST FILE A NEW APPLICATION. IF HIRED, THIS APPLICATION WILL BECOME PART OF YOUR PERMANENT PERSONNEL FILE. PLEASE PRINT OR TYPE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE OR SUBMITTED PAST AN ESTABLISHED DEADLINE.**

Position				
Position Applying For		Available Start Date	Where Did You See This Job Posting:	
Personal Information				
Name				
Address		City	State	Zip
Phone Number	Mobile Number	Email Address		
Are you able, at the time of employment, to submit verification of your legal right to work in the United States? <b>Yes <input type="checkbox"/> No <input type="checkbox"/></b> (Proof of identity will be required upon employment)				
Education		List any colleges, military, trade, business or other schools attended.		
Do you have a high school diploma or GED Certificate? <b>Yes <input type="checkbox"/> No <input type="checkbox"/></b>				
School Name	Location	Diploma/Degree	Major/Minor	Did you Graduate?
Certificates & Licenses		List any professional license, registration, or certificate required or preferred for the position.		
Type	Issuing Agency	Date Issued	Date Expires	

**References**

Name	Title	Company	Phone

**Employment History**

The information in this section will be used to determine if you meet the minimum qualifications as outlined in the job announcement. List ONLY the job(s) (paid, military or volunteer) where you obtained the experience that qualifies you for the job. Clearly describe all your duties, starting with your most recent job. Resumes will be accepted, but will not be accepted in place of a completed application. If you need additional space, attach a separate sheet.

<b>Employer (1)</b>	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Reason for leaving			

Duties			
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<b>Employer (2)</b>	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Reason for leaving			

Duties			
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<b>Employer (3)</b>	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Reason for leaving			
Duties			

<b>Employer (4)</b>	Job Title	Dates Employed	
Address	City	State	Zip
Supervisor Name	Phone Number	May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Reason for leaving			
Duties			

### Certification & Signature

I hereby certify that all statements made in this application are true, and I agree and understand that any statement that is false, fraudulent, or misleading in this application or attached material, during the interview or screening process, or discovered during the course of any employment-related process (post hire) may result in the revoking of a job offer or termination of employment.

- I certify that all statements contained herein are true and complete.
- I understand that I must provide proof I am authorized to work in the United States, in accordance with federal law, if I am hired.
- I authorize the employing entity to verify the employment and education information provided in this employment application.
- I authorize my driving record to be checked if the position for which I am applying requires driving.
- I understand and agree to be subjected to a pre-employment drug screening, criminal history background and credit check, if applicable.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Veterans' Preference Form (ORS 408.230)**

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (copy 4). This completed form and required supporting documentation must be submitted with your application in order for consideration for Veterans' Preference.

**Qualified Veteran Questions:** *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

**ORS 408.225(f)** – I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions;
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions;
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-connected disability;
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs; or
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions;
  - Received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions; or
  - Receiving a nonservice – connected pension from the United States Department of Veterans Affairs

**Qualified Disabled Veteran Questions:** *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD214 or 15 (Copy 4), and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat.

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Position Applied For:** \_\_\_\_\_

*This form and supporting documentation must be received by the Human Resources Department no later than the closing time and date of the job posting. If you have any specific questions, please contact Human Resources.*

(541) 387-6879 or email [hr@hoodrivercounty.gov](mailto:hr@hoodrivercounty.gov)