



## OFFICE OF THE BUTLER COUNTY PROSECUTOR

### **Civil Division Legal Assistant**

The Butler County Prosecuting Attorney seeks a full-time Legal Assistant to join the CIVIL DIVISION of the Prosecutor's Office. This position will assist with tax collections, public records requests, contract reviews, and legal research. Excellent writing skills and an understanding of, or willingness to learn, a wide variety of topics in the Ohio Revised Code are necessary. The ideal candidate will be a detail oriented, self-driven, independent worker with excellent communication skills.

Preference may be given to experience in the civil division of a county prosecutor's office, the tax collection division of an auditor's office, or paralegal experience. Salary is commensurate with experience, academic credentials, and the above listed experience. Excellent benefits are provided, including health insurance, retirement and paid vacation. Mail or e-mail cover letter, resume, writing sample, and references to:

Butler County Prosecutor's Office  
Attn: Jean Alder  
315 High Street, 11<sup>th</sup> Floor  
Hamilton, Ohio 45011

[alderjm@butlercountyohio.org](mailto:alderjm@butlercountyohio.org)

The office of the Butler County Prosecuting Attorney does not discriminate on the basis of race, color, sex, religion, national origin, age or disability.