

The Madison County Attorney's Office is currently accepting applications for the full time position for a Legal Administrative Assistant. High School Diploma or GED required. Benefits include health and life insurance, paid vacation, sick, and holiday time, and a 401(K). Some flexibility allowed in work schedule.

Assist in all office duties assigned by the County Attorney. Draft, proofread and prepare various confidential legal documents. Considerable knowledge of computer systems and ability to efficiently operate personal computers and business software. Receive and disburse payments, maintain and balance office checking and restitution account. This position is subject to veteran's preference.

Salary Range: \$20.00 - \$21.50

Please send resume or complete and send on-line application found at www.madisoncountyne.gov by April 24, 2026, to: Madison County Attorney, Attn: Marci, P.O. Box 269, 1313 North Main Street, Madison, NE 68748 or email to mryan@madisoncountyne.gov.