

JOB POSTING

Organization:	Crawford County Courthouse
Department:	Office of the Public Defender
Job Title:	Legal Secretary
Work Location:	903 Diamond Park, Suite B1 Meadville, PA 16335
Union:	PSSU Local 668 SEIU
Bargaining Unit:	Court Related Unit
Type of Position:	Full - Time
Start Range:	\$18.02/hr new hire
Posting Length:	7 days
Posting Dates:	October 7, 2026 – October 14, 2026
Contact Number:	(814) 333-7367
Additional Information:	Work hours are 8:30 a.m. to 4:30 p.m. Monday – Friday (35 hrs weekly)
Job Qualifications:	A certificate, associate degree, or equivalent relevant work experience is acceptable. We value demonstrated skills and experience and do not require a post-secondary degree. Strong administrative and secretarial skills, including excellent grammar, spelling, proofreading, typing, and written and verbal communication skills. Proficiency with computers and Microsoft Office applications is required. Must be versed in legal terminology, the Court system and Court procedures.
Job Description: Assists and furnishes support for attorneys and their adult and juvenile clients charged with criminal offenses. Coordinate scheduling and respond to other office personnel. Must be professional, polite, and well mannered at all times including relating to clients. Must maintain strict confidentiality of client information. *Please submit all of the following: County Application, Resume and Cover Letter to: Office of the Public Defender, Crawford County Courthouse 903 Diamond Park, Suite B1, Meadville, PA 16335	