

# Job Posting

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## Grand Jury Secretary

### Full-time

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The Medina County Prosecutor's Office seeks a full-time Grand Jury secretary for their Criminal Division.

Responsibilities: Preparation of indictments and other various documents. Collaboration with County Police Departments concerning Investigative Subpoenas. Assist in Grand Jury day preparation.

Qualifications: Detail oriented and comfortable working in a fast-paced governmental office. Superior organizational skills. Exceptional communication skills. Proficient in Microsoft Word, and Microsoft Excel.

Rate: Salary commensurates with experience.

Hours: Monday through Friday, 8 a.m. to 4:30 p.m.

Please send resume to:

Medina County Prosecutor's Office  
Attn: Office Administrator  
72 Public Square  
Medina, Ohio 44256

The successful candidate will be required to undergo and pass a background check and drug screen, and sign an FTI non-disclosure agreement.