

## **POSITION DESCRIPTION**

### **DEPARTMENT: COUNTY ATTORNEY**

**POSITION TITLE:** Legal Secretary

**GRADE:** 3

**EMPLOYMENT CATEGORY:** Regular Full-time

**STATUS:** Nonexempt

**REPORTS TO:** Office Manager

### **POSITION SUMMARY:**

The Legal Secretary is a full-time position with a variety of responsibilities. These include preparing, copying, filing, retrieving and transmitting documents, pleadings, correspondence and memoranda related to the prosecution or processing of cases. The employee in this position enters data from police reports or other reports into the office case management system. The employee exercises routine and specialized duties and exercises independent judgement under supervision. A general focus may consist of Criminal, Juvenile, Traffic or other cases dependent on need.

### **FUNDAMENTAL JOB DUTIES:**

- Prepares legal pleadings, including affidavits, complaints, summons, warrants, journal entries, motions, orders, diversion agreements, continuances and subpoenas in cases.
- Monitors all aspects of return service on subpoenas. Re-issues subpoenas as needed.
- Prepares general correspondence, memorandums and other documents as required.
- Enters data from law enforcement reports or other reports received into the office case management system.
- Routes reports to the Investigator and routes disposition reports on the cases to the submitting law enforcement agency.
- Copies pleadings, opens office files and files cases in District Court. Enters all data from assigned cases filed into the office case management system.
- Coordinates and monitors bond appearance and mandatory appearance cases to ensure that filing deadline is met.
- Prepares and disseminates a listing of individuals incarcerated in the County Jail as needed. Ensures that law enforcement reports are obtained on all newly incarcerated individuals and arranges first appearance hearings.
- Coordinates extradition cases and prepares appropriate paperwork.
- Monitors time limitations on holding incarcerated adults and/or juveniles and ensures that proper documentation is obtained to extend these limitations, as necessary.
- Communicates with law enforcement officers and other complaining witnesses to arrange their appearance to sign complaints.
- Receives and processes evidence release requests.
- Assists other secretarial staff in the performance of their duties.
- Performs the duties of other secretarial staff in the event of absence.

- Performs other secretarial duties as needed.
- Other duties as directed by the Office Manager or the County Attorney.

## **EDUCATION:**

The position requires a high school education or GED.

## **EXPERIENCE / SKILLS:**

At least one (1) year of training in general secretarial skills and one (1) year of office-related experience requiring the use of a computer is preferred. Two (2) years of experience may be substituted for the formal training requirement. Prior experience in a law office and with Microsoft Office is preferred. The position requires that the employee have no felony convictions and no misdemeanor convictions for crimes involving moral turpitude or dishonesty. Submission to a background check is a requirement of this position.

## **PHYSICAL REQUIREMENTS / ABILITIES:**

High mental, visual and aural concentration is frequently required. The employee is required to sit for long periods of time, stand, walk, bend, reach and lift. The position requires that the employee lift boxes of files weighing approximately forty (40) pounds, on occasion. The position may require the employee to climb a stepladder to obtain files from storage. The duties require acute hearing and adequate visual acuity. Adequate speech capabilities are required. The position requires reasonable mobility to access files, copier and other information. The position requires the ability to obtain files from the top drawers of 67" filing cabinets and have full range of motion in bending and lifting.

## **WORKING CONDITIONS / ENVIRONMENT:**

Position requires working in a well-lit, climate-controlled office, sitting at a desk and computer workstation, viewing computer monitor, typing on a computer keyboard, talking on the phone and using a copier on a routine basis. Position is under limited supervision. The position follows established standard policies and procedures, court rules and state statute. Has frequent contact with the public.

These specifications should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job function. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications.

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Department Head Signature \_\_\_\_\_