

# LEGAL SECRETARY RECEPTIONIST

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**Department: County Attorney**

**Reports To: Office Manager, Secretarial Pool Manager**

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## **Position Summary**

Under the supervision of the Office Manager and Secretarial Pool Manager, the primary duties of the Legal Secretary - Receptionist are telephone duties, receiving the public, management of the office traffic flow, case file preparation and preparation and monitoring of bad check and care & treatment cases. The employee in this position is responsible for answering multiple telephone lines, receiving all visitors to the County Attorney's Office, and monitoring appointments with attorneys and the public. The employee exercises routine duties and independent judgement under supervision.

## **Essential Functions of Position**

- Receives complaints and inquiries via telephone and personal visit, researches and provides the appropriate response or redirects the matter as necessary.
- Answers office telephone lines and directs calls to the appropriate party.
- Prepares adequate phone messages as necessary.
- Receives all visitors to the office.
- Receives and processes all law enforcement reports as they come in to the office, following established procedures.
- Monitors the flow of office traffic to alleviate congestion.
- Prepares, monitors and processes all bad check cases following established policies and procedures and receipts monies taken in. Monitors bad check cases filed as criminal offender cases. Closes all bad check cases.
- Prepares, monitors and processes all care & treatment cases following established policies and procedures.
- Copies all files as deemed necessary.
- Receives and processes Motions for Discovery. Makes appropriate contact with law enforcement to request items of discovery.
- Locates and prepares all files on the docket in preparation for court hearings.
- Assists with locating priors from the card file for jury list preparation and Expungement hearings.
- Assists other office staff in preparing legal pleadings and other documents as needed.
- Assists with filing for Criminal cases.

- Assists with preparing and processing subpoenas for upcoming court hearings.
- Performs other secretarial duties as needed.
- Other duties as directed by the Office Manager, Secretarial Pool Manager or the County Attorney.

### **Position Requirements**

The position requires a high school education or GED. One (1) year of training in general secretarial skills and one (1) year of office related experience, requiring the use of a computer. Two years experience may be substituted for the formal training requirement. Prior experience in a law 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.

### **Working Conditions/Environment**

The position will be performed in the office under limited supervision. Most duties are repetitive and related. The position follows established standard policies and procedures. Unusual problems are referred with suggestions for solution. Routinely uses telephone, computer, and copier. Has regular contact with the public.

### **Physical Requirements**

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, on a rare occasion. The duties require acute hearing and adequate visual acuity. Adequate speech capabilities are required for contact with the public. The position routinely 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.