



JOB DESCRIPTION

JOB TITLE: Legal Secretary - Senior

JOB CODE: 2460

DEPARTMENT: District Attorney

FLSA STATUS: Non-Exempt

REPORTS TO: Executive Office Manager – District Attorney’s Office

SUMMARY OF JOB PURPOSE

Performs a wide variety of complex administrative and legal secretarial services with the purpose of coordinating and assisting the Deputy District Attorneys, and other legal personnel.

ESSENTIAL FUNCTIONS

1. Performs the more complex and involved legal secretarial support activities in the coordination and processing of legal cases; prepares a variety of complex legal forms, and utilizes independent judgment in their proper distribution.
2. Receives and screen telephone calls from litigants, attorneys, judges, and other persons seeking information on a variety of subjects; coordinates legal activities with judicial functions, appropriate deputies, and other interested parties.
3. Types case headings and cross-references; maintains and updates confidential files; establishes case files and files letters, documents, and related material in an accepted manner; selects case headings as guides for filing of materials in accordance with an established system; produces records and files upon demand.
4. Coordinates legal activities with other judicial functions and the appropriate deputies; performs extensive preparation for trial, including the proper categorizing of case materials; ensures witnesses have been notified and maintains communication with them; makes the necessary accommodations and travel arrangements; may verify expenses and prepare reimbursement lists.
5. Trains new personnel as requested; advises support staff of proper legal format and procedures.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma, or equivalent, and a minimum of four (4) years progressively responsible clerical work in a legal setting. Additional vocational/technical education and legal office experience preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; ability to write reports, business correspondence, and

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procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, co-workers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fraction, and decimals; ability to compute rate, ration, and percent; ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Intermediate to advanced proficiency level utilizing Microsoft Office applications including Word, Excel, and PowerPoint; extensive knowledge of modern office practices and procedures, legal terminology, legal forms and documents and their processing, business English, and proper spelling and grammar; ability to compose correspondence; analyze situations correctly and take effective action; establish and maintain effective working relationships with attorneys, other employees, and the public.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

This position primarily resides in a standard office environment where the noise level is usually quiet.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

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