



JOB DESCRIPTION

JOB TITLE: Legal Secretary I

JOB CODE: 2470

DEPARTMENT: District Attorney

FLSA STATUS: Non-Exempt

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

SUMMARY OF JOB PURPOSE

This position performs a wide variety of legal secretarial services; however, specific tasks may vary depending on the functional area of assignment, with function or technical supervision provided by the District Attorney/Deputy District Attorneys, and general supervision provided by the Executive Office Manager.

ESSENTIAL FUNCTIONS

1. Performs legal secretarial services and prepares a variety of legal forms upon direction.
2. Under general supervision, coordinates legal activities with other judicial functions and the appropriate deputies; prepares for trials including properly categorizing case materials; ensures witnesses have been notified and maintains communication with witnesses; makes the necessary accommodations and travel arrangements; verifies expenses and prepares reimbursement lists.
3. Selects case headings as guides for filing of materials in accordance with an established system and produces records and files upon demand.
4. Types case headings and cross-references; maintains and updates confidential files.
5. Establishes case files, files letters, documents, and related material in an accepted manner.
6. Assists the public by receiving and screening telephone calls from litigants, attorneys, judges, and other persons seeking information on a variety of subjects.
7. Provides attorneys with secretarial assistance and coordinates attorney’s meetings and calendar.
8. Provide assistance to the Bad Check Recovery Unit by creating files and preparing documents as directed.

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 two (2) years progressively responsible clerical work in a legal setting; or an equivalent combination of education and experience that could provide the required knowledge, skills, and abilities.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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Legal Secretary I

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos; ability to write simple correspondence; ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent.

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 proficiency level utilizing Microsoft Office applications including Word, Excel, and PowerPoint; knowledge of modern office practices and procedures, business English, spelling and grammar; ability to compose correspondence; speak and write effectively; follow written and oral instruction; analyze situations correctly and take effective action; establish and maintain effective working relationships with attorneys, other employees, and the public.

CERTIFICATES, LICENSES, REGISTRATIONS

Typing certificate with speed and accuracy at a rate of 55 words per minute.

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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