

UNION COUNTY JOB DESCRIPTION

JOB TITLE: Legal Secretary

DEPARTMENT: Juvenile

DATE: October 5, 2021

PURPOSE OF POSITION: Performs a variety of secretarial and clerical duties; prepares legal forms and documents; performs related work as required. Routinely performs tasks requiring knowledge of legal terminology, judicial processes and works with highly sensitive and confidential information. Must be able to track and follow time frames and deadlines.

ESSENTIAL JOB FUNCTIONS:

1. Prepares pleadings and documents including stipulations, subpoenas, affidavits, warrants, sentencing orders, petitions, dismissal orders, and other required documents for court purposes.
2. Initiates and sets up files for criminal and dependency cases.
3. Aids victims and others in completing and processing required documents and forms.
4. Answers phones, routes calls, takes messages, and makes appointments.
5. Answers routine questions regarding departmental policies and procedures.
6. Types a variety of letters, memos, and reports, often of a sensitive nature.
7. Reviews and maintains court calendar, which includes recording case trial dates, making changes, coordinating witnesses, and coordinating with other agencies.
8. Enters data into statewide computer network (JJIS).
9. Maintains department fiscal records and balances to monitor budgetary expenditures, along with the assistance of the director of the department prepares billings to outside agencies as a part of the fiscal responsibility, gathers data, posts, sorts, checks, and maintains records and receipts for money received and sent out.
10. Develops and maintains filing and record keeping system for department. Receives and processes various documents related to department activities, and insures retention schedule of records is maintained.
11. Maintains proficiency by attending training and meetings, reading materials, and meeting with others involved in the work area.
12. Maintains work area in an orderly manner.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREE ASSIGNED TO THIS JOB.

JOB QUALIFICATION REQUIREMENTS: Knowledge, Skills & Abilities

1. Thorough knowledge of effective English and grammar usage.
2. Considerable knowledge of legal terminology and judicial processes.
3. Knowledge of basic bookkeeping principles necessary to maintain departmental records.

4. Knowledge of general office practices and procedures.
5. Skill in different filing systems, including alphabetical, numerical, and chronological.
6. Knowledge of business telephone etiquette.
7. Knowledge of word processing, spreadsheet, and data base software.
8. Ability to accurately classify, file, and retrieve materials and documents.
9. Ability to deal effectively with frequent interruptions and several situations at one time.
10. Ability to establish priorities and organize own work load.
11. Ability to maintain effective working relationships with the general public, other employees, and other agencies.
12. Ability to maintain confidentiality.
13. Ability to make independent decisions in accordance with established policies.
14. Ability to interact courteously and tactfully with the public.
15. Skill in the operation of standard office equipment, including the operation of a computer to update and access files, computer word processing, typing, fax machine, copy machine, etc.

MANDATORY REQUIREMENTS:

High school graduation or equivalency and 2 years of progressively responsible secretarial or clerical work preferably in a legal environment; or, any equivalent combination of experience and training which demonstrates the ability to perform the described duties.

SPECIAL REQUIREMENTS/LICENSES:

1. Must satisfactorily complete the Oregon Notary Public test and receive certification.
2. Must pass a law enforcement background check.

PHYSICAL DEMANDS OF THE POSITION:

While performing the duties of this position, the employee is required to sit at a desk for long periods of time. The position requires mobility, manual dexterity, and coordination for extended periods of time while operating equipment such as a computer keyboard. The position may be asked at times to assist in the transport of juveniles to and from facilities requiring the employee to sit in a vehicle for extended periods of time.

WORKING CONDITIONS:

Work location is primarily in doors in an office setting. An employee in this position may have contact with individuals who become verbally abusive, both in person and on the phone. Such individuals may be under the influence of drugs and/or alcohol.

SUPERVISORY RESPONSIBILITIES:

Supervision is not a typical function assigned to this position. However, the employee may provide training and orientation to newly assigned personnel on department policies and practices.

SUPERVISION RECEIVED:

Works under the general supervision of the Juvenile Department Director.