

UNION COUNTY POSITION DESCRIPTION

Job Title: Senior Legal Secretary
Department: District Attorney
FLSA Status: Non- Exempt
Pay Range: Range 15
Union Affiliation: AFSCME

SUMMARY

Performs advanced and complicated secretarial duties requiring knowledge of legal terminology and procedures; does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

An employee in this classification is distinguished from a department secretary in that in addition to general secretarial duties, incumbents routinely perform tasks requiring knowledge of legal terminology and judicial processes, work with highly sensitive and confidential information, and proficient with DACMS. Work is performed under the supervision of a legal or professional employee who reviews work for quantity and quality.

EXAMPLES OF WORK

(Illustrative only) Any single position of a class will not necessarily involve all of the duties listed, and many positions will involve duties which are not listed.)

1. Prepares pleadings and documents including stipulations, affidavits, arrest warrants, search warrants, sentencing orders, petitions and dismissal orders.
2. Prepares subpoenas and indictments.
3. Initiates and sets up hard and electronic files for criminal cases; maintains files in current status and closes files in accordance with established procedures.
4. Provides assistance to the public in completing and processing required documents and forms.
5. Answers phones, routes calls, takes messages and makes appointments; answers routine questions regarding departmental policies or procedures.
6. Performs basic legal research; assembles information relating to documents, claims and questions from staff and legal professionals.
7. Types a variety of letters, memos and reports; takes dictation or transcribes from tapes.
8. Reviews and maintains grand jury or court calendar including recording case trial dates, making changes and coordinating witnesses.
9. Enters data into computer (KARPEL) for internal and external statistical and narrative records and reports.
10. Reviews legal documents for completeness and accuracy.
11. Drafts legal documents for review by attorney.

SUPERVISORY RESPONSIBILITIES

Supervision is not normally a responsibility of incumbents in this classification.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

Considerable knowledge of legal office and judicial procedures and terminology; legal forms and documents; English usage and grammar; general office methods and procedures. Understand and follow oral and written instructions; establish and maintain effective working relationships with other employees, outside criminal justice agencies, attorneys and the public, exercise initiative and judgment in completing tasks and responsibilities; communicate effectively both verbally and in writing; organize, file and retrieve materials and documents; deal courteously and tactfully with the public; work accurately under pressure and deadlines; maintain confidentiality; read and interpret legal information.

EDUCATION AND EXPERIENCE

High school graduate or equivalency, and two years secretarial experience preferably in a legal or judicial environment; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

JOB IMPACT

Consequences of error could include embarrassment, legal action or dismissal of charges if duties are not carried out in a timely, accurate manner or breach of confidentiality.

TYPICAL PROBLEMS ENCOUNTERED

Problems encountered generally revolve around maintenance of sensitive and confidential data; communicating with individuals in emotional or hostile situations, and meeting court deadlines.

JOB CONTACTS

Contacts are with other county departments, criminal justice and law enforcement departments in other counties and states; treatment and counseling agencies; attorneys; state and federal agencies and the public to provide and exchange information; travel agents to make arrangements; and social service agencies for referral.

LANGUAGE SKILLS

This position requires a very high level of skill in oral and written communication. The incumbent should have demonstrated skill in analyzing and conveying very complex concepts in concise and simple terms.

MATHEMATICAL SKILLS

Complex mathematical calculation is not a normal responsibility of the person in this position. Basic business math skills are required.

REASONING ABILITIES

The person in this position must have a very high level of skill in analytical reasoning in order to fulfill the responsibilities of legal analysis. This requires the ability to comprehend very complicated legal and logical concepts and analyze them accurately and efficiently. The incumbent must be able to comprehend, for example, what changes have occurred in case law and statutory law over time and analyze how those changes affect local government functions.

OTHER SKILLS AND ABILITIES

Organize, file and retrieve materials and documents; deal courteously and tactfully with the general public; make moderately complex mathematical computations and tabulations with speed

and accuracy; establish priorities and organize own workload; retrieve data from records, keep and arrange it for statistical and other reporting purposes; research problems, determine source of error and correct; understand governing regulations of assigned function; use independent judgment in making decisions within prescribed policies and procedures; maintain confidentiality. The operation of standard office equipment, including the operation of a computer and various software programs to update/access files KARPEL; typing; word processing, data entry, Power Point etc.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver's License; safe driving record. Position requires ability to obtain a Law Enforcement Data system (LEDS) certification and be a notary 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 sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

Work is performed in an office environment primarily in a sedentary setting. However, some lifting and carrying of boxes containing files is performed and incumbents are exposed to a wide variety of individuals in varying states of emotional and mental stability often in a confined area. Some walking from office to court is performed. Position is impacted by urgent time deadlines, heavy or uncontrollable work flow, uncontrollable interruptions and distractions and need to constantly shift attention caused by mandated deadlines for performing certain steps within the criminal justice system and inability to predict or control case load; need to make quick decisions and need for extreme accuracy and attention to detail to avoid mistakes that could result in a case dismissal or legal action against the county and repetitiveness caused by standardization of forms and formats.

BACKGROUND INVESTIGATION

Those employed in this position are subject to a background investigation including criminal background investigation. Conviction of a crime may disqualify an individual for this classification. Must pass Criminal Justice Information Systems (CJIS) security clearance.