

POSITION: Legal Secretary
CODE: 2045
FLSA: Non-Exempt



DEPARTMENT: State's Attorneys' Office
GRADE: 112N
DATE: 1/1999; rev 7/2019

POSITION SUMMARY:

Provides administrative and secretarial support to legal and judicial staff; works under general supervision. Work of this class involves no supervisory duties or immediate direction. Position works under the general supervision of the Deputy State's Attorney.

ESSENTIAL DUTIES:

1. Serves as a receptionist, including answering phones and greeting and directing visitors.
2. Maintains daily court docket files, hearing schedules, and appointment schedules in assigned office.
3. Prepares summonses, subpoenas, case files, legal motions, and other legal documents.
4. Prepares correspondence for attorneys.
5. Maintains liaison with the courts, judges, State's Attorneys; police agencies, and others as necessary.
6. Monitors legal citations and references for accuracy and completeness.
7. Indexes and maintains files.
8. Coordinates opening and sorting of mail.
9. Transcribes dictation.
10. Orders and inventories office supplies.
11. Perform other duties as instructed and assigned.

KNOWLEDGE, SKILLS and ABILITIES:

1. Knowledge of legal terminology and legal proceedings.
2. Knowledge of the form and purpose of standard legal documents to be filed in various courts.
3. Knowledge of modern office procedures and equipment.
4. Strong organizational skills.
5. Ability to communicate effectively both verbally and in writing.
6. Ability to take technical and legal dictation.
7. Ability to maintain confidential information.
8. Ability to operate relevant computer equipment and associated software.

EDUCATION and EXPERIENCE:

Education: High School diploma or GED; Associate's degree in legal or business preferred.
Experience: Two (2) or more years' experience as an office secretary, preferably in the legal field.
Equivalency: Equivalent technical training, education, and experience.

CERTIFICATES, LICENSES AND REGISTRATIONS:

1. Valid Class "C" non-commercial driver's license.

PROBATIONARY PERIOD:

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period. Continuation in this class will be contingent upon successful completion of the probationary period.

PHYSICAL and ENVIRONMENTAL CONDITIONS:

Work requires no unusual demand for physical effort. Work environment involves everyday risks of discomforts which require normal safety precautions typical of offices, e.g., use of safe work place practices with office equipment, and avoidance of trips and falls.

CONDITIONS OF EMPLOYMENT:

1. Prior to appointment, employees are subject to pre-employment medical history review and drug testing, extensive background investigation, including but not limited to reference checking, and driving history, and an evaluation of training or experience.

OTHER INFORMATION:

1. This is a full time, non-exempt position.
2. Work is normally performed Monday through Friday during normal business hours, however may require alternate work hours to attend evening meetings, special events, etc.
3. Position is benefit eligible.

The above job description is not intended as, nor should it be constructed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.