

**Jefferson County
Position Description**

Name:	Department: District Attorney
Position Title: Legal Secretary/Receptionist	Pay Grade: 4 FLSA: Non-exempt
Date: November 2021	Reports To: Office Manager

Purpose of Position

The purpose of this position is to perform legal secretarial and administrative tasks for the Jefferson County District Attorney Department.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Answers telephones and gives information to callers; takes messages or transfers calls to appropriate individuals. Greets the public, answers general questions, processes mail, and orders supplies.
- Creates, maintains, and enters information into databases. Uses computers for various applications, such as database management or word processing.
- Sets up and manages paper or electronic filing systems, recording information, updating paperwork, or maintaining documents/media, such as participant records, correspondence, or other material.
- Operates office equipment, such as fax, scanner, printers, copiers, or phone systems and arranges for repairs when equipment malfunctions.
- Evaluates, filters, and prioritizes all case file information from the public and inquiries from many medias and provides excellent customer service to all case parties that request case file information and to the general public.
- Monitors and tracks First Time Offender participants, payments, schedules, documents, and appointments and communicates regularly with the First Time Offender Program Manager.
- Collects invoices and prepares for payment entering them into the County software system.
- Communicates with various law enforcement bodies and the Courts to determine who is detained and will appear for Intake; assures that appropriate paperwork is in order.
- Prepares and processes legal documents, such as summonses, subpoenas, complaints, appeals, motions, and pretrial agreements. Maintains communication with law enforcement personnel, victims/witness coordinator, victims/witnesses, Human Services personnel, Department personnel, Clerk of Court personnel, court personnel, and public defenders and other attorneys regarding pending cases and proceedings.
- Acquires all certified legal documents & recordings, coordinates any required prepayment arrangement for these items, and ensures the documents & recordings are received in a timely manner for court use.

- Complies with County HIPAA Policies and Procedures, if applicable.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.
- Demonstrates dependable attendance.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Notarizes documents. Updates information on fingerprint cards

Minimum Training and Experience Required to Perform Essential Job Functions

Three years related experience and/or training; or Associate's degree and one year experience; or an equivalent combination of education and experience. High school diploma or equivalent required.

Preferred Training and Experience Required to Perform Essential Job Functions

Four years related experience and/or training; or a bachelor's degree from a college or university; or an equivalent combination of education and experience.

Other Requirements – Certificates/Licensures

Notary Public.

Knowledge, Skills, Abilities

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to maintain confidentiality.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to reliably and predictably carry out one's duties.
- Ability to speak effectively before customers or employees of the County.
- Ability to work effectively with individuals and families in very emotional and difficult situations and in situations where individuals may be hostile or aggressive.
- Ability to write routine reports and correspondence.
- Knowledge of administrative practices and procedures; business English, spelling, grammar; operation of office equipment; word processing, databases, scanning, presentation, and spreadsheet software.
- Knowledge of Federal and State civil and criminal laws and regulations applicable to agreements, including record retention and privacy issues.
- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in prioritizing workload, developing action plans and meeting deadlines.

Supervision

None.

Physical Demands

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

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Supervisor

Date

Human Resources

Date
