

Legal Secretary

DEPT: Legal Services
DIV:
DATE: July 2016

FLSA: Non-Exempt
EEOC: Admin Support



POSITION SUMMARY

Performs a variety of **entry level complex, legal secretarial duties** designed to expedite case preparation and legal services provided through the office of the City Prosecutor.

SUPERVISION RECEIVED

Works under the general supervision of the City Attorney, Assistant City Attorney, Paralegal Assistant or Senior Legal Secretary while in training or on a case-by-case basis.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Performs initial review of citations and reports, determines processing status and requirements related to court appearance or non-appearance; performs case data entry and runs case reports as required; follows established procedures, on both summons and citations, for initiating actions associated with class "B" and class "C" misdemeanors and infractions.

Prepares and sets court calendar; posts various dates for pretrial, arraignments, promise to appear, sentencing, orders to show cause, etc.; pulls case files and makes them ready for hearing, trials as needed; prepares summons and ensures timely distribution.

Calendars due dates for various criminal case processes; assists attorneys in meeting various case deadlines; calendars court dates and schedules hearings; prepares court or calendar call materials, assures that all files for review or courtroom are prepared; prepares jury instructions, witness exhibit lists and subpoenas; assures proper notification is given to police officers, witnesses or others involved; may accompany attorneys at hearings and assist with case materials as needed.

Prepares criminal cases for court proceedings; composes and prepares correspondence for the review and signature of the city prosecutor and deputy city attorney(s); composes and prepares a variety of legal documents and pleadings such as investigative subpoenas, bail forfeitures, motions, orders, briefs, warrants, complaints, continuances etc.; subpoenas for trial witnesses, petitions for subpoena power, criminal investigative subpoena power, incompetence hearings, etc.; prepares final judgments.

Answers telephone and gives messages or takes messages from attorneys, probation officers, police officers and the general public; appraises callers of status of various cases; exercises judgment related to confidentiality and propriety of case, hearing, warrants and related sensitive material.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school with course background in general office skills; plus one (1) year of specialized course work in legal secretarial sciences or a related field;
 - AND
 - B. One (1) year of experience as a legal secretary or in some other comparable position providing exposure to legal terminology, methods, and procedures;
 - OR
 - C. An equivalent combination of education and experience.
2. Knowledge, Skills, and Abilities:

Some knowledge of court document maintenance procedures; civil and criminal procedures; modern office practices and procedures; legal terminology, grammar, spelling and punctuation; modern filing systems related to

alphabetical and numeric files; criminal and traffic code; the legal procedures of trials and courts; effective public relations and interpersonal communications; administrative procedures; basic accounting and bookkeeping; general legal research methods, sources, and procedures; basic principles of supervision.

Skill in taking and transcribing dictation from hand written notes or from recording equipment; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and city residents. **Skill in** the operation of PC Computer, calculator, fax machine, copy machine, telephone.

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; maintain strict confidentiality related to sensitive administrative information; operate personal computer (windows) in utilizing various programs to produce or compose formal documents, reports and records; communicate effectively verbally and in writing; establish and maintain comprehensive records and files; perform secretarial, stenographic and machine dictation involving legal terminology and format; maintain filing and record keeping system; effectively utilize specialized court related software; work with the public and develop effective working relationships; communicate effectively, verbally and in writing; operate a calculator, copy machine, recording equipment, computer, and other types of standard office equipment.

3. Special Qualifications:

Must be able to demonstrate proficiency in keyboard operations.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing, not generally involving muscular strain. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____

(Employee)