

Legal Secretary Supervisor

DEPT: Legal Services	FLSA: Non-Exempt
DIV:	EEOC: Admin Support
DATE: November 2022	



POSITION SUMMARY

Performs a variety of **first line supervisor, 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 or Paralegal Assistant while in training or on a case-by-case basis.

SUPERVISION EXERCISED

Provides close supervision to legal secretarial staff and temporary personnel.

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.

Creates and prepares charging documents listing all charges to be advanced in the specific court case; lists related state statute and description; submits appropriate documents; prepares cover sheets for filing; reviews reports for accuracy and completeness follows up with submitting agency as needed; secures additional evidence for cases, i.e., photos, dash cam and body cam video, 911 recordings, call logs, toxicology reports, protective orders, officer certifications, etc.; provides discovery documents to defense attorney as required.

Accesses criminal justice information system (UCJIS) to enter and retrieve information; trains city staff in TAC operations; monitors TAC related activity to ensure compliance with regulations; receives and processes GRAMA requests; acts as the liaison for all programs used in the department including but not limited to Court Exchange, E-Filer, BCI databases, E-Prosecutor, and other State and Federal databases and programs. Supervises, and trains BCI certified Terminal Access Coordinator for FBI and BCI certifications.

Trains all new secretaries that are hired for Prosecution Division; trains and implements new programs and procedures used by legal secretaries in the Prosecution Division; schedules and trains on efficient workflow among secretaries within the Prosecution Division; cross trains secretaries in the department to be competent in all essential functions of the Prosecution division.

Performs day to day instructions for the secretaries regarding questions about discovery, Utah Annotated Code and Lehi City codes, E-filing, E-prosecutor, and instructions for responses to defendants and witnesses, etc.; Assists and supervises job tasks that other secretaries are unable to complete due to time restraints, knowledge, and training.

Coordinates schedules among office staff, including time off requests, illness coverage, vacation coverage, and other coverage as needed. Resolves disputes and issues that arise between legal secretarial staff and apprises supervisors in support function

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. Schedules and prepares travel paperwork for those in department when they attend training.

Coordinates with outside council for court coverage when Prosecutor is out of town or unavailable.

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. Five (5) years of experience as a legal secretary or in some other comparable position providing exposure to legal terminology, methods, and procedures including criminal prosecution;

OR

- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable 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. **Some knowledge of** 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. **Some skill** in the art of diplomacy and cooperative problem solving; 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)