

MOWER COUNTY CLASS SPECIFICATION

CLASS TITLE: Legal Secretary

| | | |
|---|---|-----------------------------------|
| BAND: | GRADE: 7 | SUBGRADE: |
| DEPARTMENT: County Attorney | ACCOUNTABLE TO: County Attorney | FLSA STATUS: Non-Exempt |
| CLASS SUMMARY: Incumbents are responsible for performing clerical tasks to ensure timely and efficient maintenance of County Attorney's office. Duties include: preparing variety of legal documents; gathering and distributing discovery information and files; maintaining case files; performing reception duties; and, ordering supplies and maintenance for office. | | |
| DISTINGUISHING CHARACTERISTICS: This is a stand alone classification responsible for performing secretarial responsibilities within the office of the County Attorney which requires specialized training and knowledge of legal terminology, court procedures, and office administration. | | |

| DUTY NO. | ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) | FRE-QUENCY |
|-----------------|--|-------------------|
| 1. | Prepares variety of legal documents including pleadings, misdemeanor and felony complaints, child support documents, commitments, juvenile and CHIP documents by typing forms, transcribing from cassette tapes and reviewing work for style and accuracy. | Daily 50% |
| 2. | Gathers and distributes discovery information to counsel and misdemeanor and felony files to County Attorneys. | Daily 15% |
| 3. | Maintains case files by preparing applications for extension of time, entering data into computer for all files, closing out and storing old files and compiling in-custody reports, driving records, test results, victim statements and prior records used in generating complaints. | Weekly 15% |

MOWER COUNTY CLASS SPECIFICATION

CLASS TITLE: Legal Secretary

| DUTY NO. | ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.) | FRE-QUENCY |
|----------|--|---------------|
| 4. | Performs reception duties which includes: screening phone calls, routing calls, answering general questions, performing notary duties, distributing pamphlets, sorting and delivering mail to appropriate attorney(s). | Daily 10% |
| 5. | Orders supplies and maintenance office as needed. | Weekly 5% |
| 6. | Prepares IV-D billing. Bills attorney hours and time on paternity and child support activities. Calculates money paid out by the office to the Sheriff's Department for the serving of papers. | Monthly 5% |
| 6. | Performs other duties of a similar nature or level. | As Required |

| |
|---|
| <p>Knowledge (position requirements at entry):</p> <p>Knowledge of:</p> <ul style="list-style-type: none"> • Legal terminology; • Grammar; • Computers, computer software and dictation equipment. |
| <p>Skills (position requirements at entry):</p> <p>Skill in:</p> <ul style="list-style-type: none"> • Using computers and computer software; • Prioritizing; • Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction. |
| <p>Training and Experience (position requirements at entry):</p> <p>Requires an Associates Degree in Paralegal, Business Administration, or Office Administration or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.</p> |

MOWER COUNTY CLASS SPECIFICATION

CLASS TITLE: Legal Secretary

Licensing Requirements (position requirements at entry):

- Notary certificate.

Physical Requirements:

Positions in this class typically require: reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Draft prepared by Fox Lawson and Associates LLC

Date: 12/1998

Revised 12/99 by BCC