



Legal Secretary (1121)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 11

Safety-Sensitive: No

Purpose

The purpose of this classification is to provide administrative and clerical support for the Solicitor General. The Legal Secretary creates and maintains physical and electronic files for cases, prepares documents and files for court sessions, attends court sessions, and interfaces with law enforcement agencies, attorneys, bond companies, and private bondsmen.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Creates and maintains defendant case files: retrieves Clerk of Courts' files to obtain copies of each case needed to move forward with prosecution; creates file labels listing pertinent case information; creates a physical file for each defendant using documents from Clerk of Courts' files and law enforcement documents, reports, and videos; maintains organized files and adds documents as required.

Obtains and distributes discovery information: obtains discovery from law enforcement and distributes information to attorneys; creates spreadsheets with pertinent case information for use by law enforcement agencies in requesting case file information; communicates effectively with law enforcement agencies and personnel; gathers necessary case information via email, phone, or personal delivery; records and maintains documentation of completed law enforcement case information requests; retrieves electronic data; and creates computer files to maintain and distribute electronic data.

Creates and maintains electronic files: creates and maintains electronic files using department software to correspond with each defendant's physical file; inputs pertinent information, such as court dates, discovery documents and videos, upcoming events, etc.; maintains electronic files to reflect current status of case; and scans and uploads new documents when available.

Disseminates notices: notifies bond companies and private bondsmen of bond executions and defendants' court dates, times, and locations; creates, prints, and distributes notices to bond companies and private bondsmen about defendant court dates at least 72 hours prior to each scheduled court session; files original notices with the Clerk of Court's office and sends copies of notices to bond companies and private bondsmen; maintains records of all bond notices and bond execution notices that have been sent to bond companies and private bondsmen; organizes and maintains files of defendants scheduled for bond execution hearings and presents those files at the designated court sessions.

Manages court documents: prepares and maintains files containing relevant court documents needed for each court session; reproduces court documents with appropriate dates to coincide with monthly arraignments; locates and organizes case files scheduled for court according to the appropriate docket; examines files scheduled for court to ensure all necessary information is included; reviews dockets before scheduled court sessions to record and report any changes; attends court sessions to record case

dispositions for each defendant; and organizes and maintains court documents to be used as a reference if necessary.

Provides administrative and clerical support: answers phone calls and determines appropriate action for each call; records and relays messages to appropriate personnel; retrieves voicemail and returns call as necessary; responds to or forwards email messages as appropriate.

Communicates and cooperates with the clerks and administrators from other courts: communicates regarding court dockets and notices to bond companies and private bondsmen; collaborates with clerks and administrators to prepare for court sessions; obtains Clerk of Court files when necessary; and assists while court is in session if necessary.

Performs other related duties as required.

Minimum Qualifications

Associate degree in Administrative Services, Legal Services, or related field; one year of experience in providing administrative support in a court or legal setting; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Performance Aptitudes

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), 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.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

Created July 2019