

**CASS COUNTY
JOB DESCRIPTION**

LEGAL SECRETARY/PARALEGAL

Supervised by: Prosecuting Attorney and Administrative Assistant for workload management

Supervises: None

Position Summary:

Under the general supervision of the Prosecuting Attorney, while receiving direction from the Administrative Assistant and designated Assistant Prosecutors, performs a variety of routine and skilled clerical, secretarial and paralegal duties in aiding visitors, police departments, courts, Assistant Prosecutors and the Prosecuting Attorney. Types, receives and prepares documents, files information, generates documentation and performs other tasks.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Reviews all court orders issued from Probate Court and implements orders under the direction of Assistant Prosecutors.
2. Assists the Chief Assistant Prosecutor and Assistant Prosecutors in preparing for court cases by obtaining needed documentation.
3. Prepares juvenile petitions and support documentation.
4. Works with area law enforcement agencies providing information related to case status.
5. Performs basic legal research as directed.
6. Drafts basic motions, orders, correspondence and other legal documents for the Prosecutor and Assistant Prosecutors.
7. Receives police reports for input into case tracking system for juvenile cases on an as-needed basis.
8. Generates warrants, writs and supporting documentation for criminal and felony cases, including subpoenas for witnesses for hearings or trials, on an as-needed basis.
9. Prepares documents for felonies until they are bound over to Circuit Court.

10. Prepares subpoenas for witnesses needed for all events and trials in District Court and Family Court.
11. Types and edits a variety of correspondence, reports, memoranda and other material requiring accuracy and completeness.
12. Enters all Family Court notices in the system, prepares statistical reports and files documents for Family Court as needed.
13. Enters updates and checks accuracy of defendant's criminal histories, including working with the Department of Corrections, law enforcement and other State and county offices to retrieve criminal histories.
14. Works on lists of evidence when updates on status of cases are needed.
15. Answers the phone and questions from the public, attorneys and law enforcement.
16. Locates and serves parents on abuse/neglect cases, including but not limited to making arrangements with parents who are incarcerated and the Undersheriff for transportation and service and contacting agencies to locate and serve parents who are out-of-state.
17. Makes sure all resubmit files are processed in a timely manner.
18. Periodically works on special projects for the Prosecutor and Assistant Prosecutors.
19. Performs other duties and responsibilities as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Associate degree with an emphasis in paralegal/legal secretary studies preferred.
- Two years of increasingly responsible experience in secretarial work with specialized knowledge or experience in the operations of a legal office, ideally with knowledge of the organization, policies and practices of a Prosecutor's Office.
- Ability to carry out work-related philosophies, best interests and policies of the elected Prosecutor.
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- Working knowledge of computers and electronic data processing and modern office practices and procedures.
- Ability to communicate effectively verbally and in writing.
- Ability to maintain office confidentiality and handle stressful situations.
- Ability to type with speed and accuracy.
- Working knowledge of legal terminology, format and standard legal instruments relating to victim rights.
- Working knowledge of the criminal justice system and court procedures.
- Ability to prepare and accurately read legal documents related to victim rights and probate and District Court.
- Basic knowledge of crisis intervention and counseling techniques.
- Ability to use office equipment such as telephone, fax machine, calculator, copy machine, Dictaphone, scanner and computer software, including word processing, database and electronic mail/Internet/world wide web.
- Demonstrated ability to maintain professional integrity and respect for colleagues, co-workers, victims, witnesses, and survivor families, including the ability to effectively meet and deal with the public.
- County employees are expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment with the County.
- County employees must be physically and mentally able to perform the essential duties of their position without excessive absences.
- In addition to the above requirements, all County positions require the ability to read, write, speak and understand the English language as necessary for the position, including the ability to follow written and oral instructions.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee is frequently required to sit and to use hands to finger, handle, or feel objects, tools or controls. The employee is often required to talk or hear and view written documents. The employee is occasionally required to walk or stand and reach

with hands and arms. The employee must occasionally lift and/or move objects of light weight. The noise level in the work environment is typical of a busy office and busy office, ranging from quiet to moderate.

Approval: _____ Approval: _____
Supervisor Appointing Authority

Effective Date: _____ Revision History: _____