

## **CASS COUNTY JOB DESCRIPTION**

### **LEGAL SECRETARY**

**Supervised by:** Prosecuting Attorney, designated Assistant Prosecuting Attorneys and Investigator

**Supervises:** None

#### **Position Summary:**

Under the supervision of the Prosecutor or others as assigned, performs specialized secretarial and paralegal work, including document production, maintaining computer records of files along with hard copies of same, scheduling court appearances for parties represented by office attorneys, and preparing and maintaining records of a variety of legal documents, notices, correspondence, records, reports and files.

#### **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. Responsible for the document production related to and involved with the child support division of the Prosecutor's Office.
2. Schedules the calendars of the child support Investigator and the attorney involved in child support court appearances.
3. Coordinates the dates of paternity blood/DNA draws with the drawing agency and courthouse facilities.
4. Responsible for scheduling appointments and hearing dates for all clients of the child support division along with the maintenance of files once generated.
5. Coordinates hearings with the Friend of the Court and promptly notifies parties involved.
6. Compiles departmental statistics for routine reporting function of the child support division.
7. Answers inquiries from clientele and the general public, both in person and the phone, requiring knowledge of departmental policies and procedures .
8. Processes outgoing mail and receives departmental information from various other County agencies.
9. Provides backup to the Investigator by interviewing and/or preparing clients for court

- appearances on an as- needed basis.
10. Acts as receptionist for the office when called upon to do so.
  11. Prepares a variety of legal documents, including but not limited to processing warrants, wits and subpoenas.
  12. Serves on a variety of employee committees as assigned.
  13. Drafts and maintains records for felony non-support program.
  14. Compiles jury lists and prepares files for trial.
  15. Maintains general office accounts receivables, such as collecting copy fees from non-office attorneys.
  16. Prepares transcriptions for Assistant Prosecuting Attorneys.
  17. Keeps Prosecuting Attorney, Assistant Prosecuting Attorneys and child support Investigator apprised of case court updates, case flow and case management.
  18. 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 increasing responsible related experience 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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- Seek to foster and maintain positive and professional relationship with other county departments and the public.
- Working knowledge of computers and electronic data processing and modern office practices and procedures.

- Knowledge of legal terminology, format and standard legal instruments related to child support.
- Working knowledge of civil law practice, criminal justice system and court procedures.
- Ability to prepare accurate legal documents relating to child support.
- Ability to type with speed and accuracy.
- Ability to communicate effectively verbally and in writing.
- Ability to conduct routine legal research, assemble data and prepare accurate records and reports.
- 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.
- Ability to maintain office confidentiality and handle stressful situations.
- Ability to use office equipment such as telephone, fax machine, calculator, Dictaphone and computer software, including word processing, database, financial and electronic mail/Internet/world wide web.
- 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: \_\_\_\_\_