



POSITION VACANCY

PROSECUTOR'S OFFICE

Legal Secretary II

Starting Pay Grade 4
\$12.41 per hour

NOTE:

This is an informational posting. If you are interested in this position, please apply at the Administrator's Office. Cass County has a drug-testing policy and an offer of employment will not be extended to any candidate who fails the test. EOE. Women, minorities and persons with disabilities encouraged to apply.

Posted: 01/22/10

CASS COUNTY EMPLOYMENT OPPORTUNITY

Legal Secretary II - performs secretarial and paralegal work, schedules court appearances, prepares and maintains legal documents, notices, correspondence and reports. Starting rate \$12.41 per hour. Apply at the Cass County Building, 120 N. Broadway – Suite 116, Cassopolis, MI 49031. Cass County has a drug-testing policy. Equal Opportunity Employer. Women, minorities and persons with disabilities are encouraged to apply.

POSITION DESCRIPTION

Class Title: Legal Secretary II
Department: County Prosecutor
Division: General Fund/CRP Grant
Date: November 4, 1997

Job Code Number:
Grade Number: 4
Union: CCIEA

GENERAL PURPOSE

To perform specialized secretarial and paralegal work including document production utilizing computer hard and software; maintaining computer records of files along with hard copies of same; scheduling court appearances for parties represented by office attorneys; to prepare and maintain records of a variety of legal documents, notices, correspondence, records, reports and files.

SUPERVISION RECEIVED

Works is performed under the general supervision of the Prosecuting Attorney, designated Assistant Prosecuting Attorneys and Child Support Investigator.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Is responsible for the document production related to and involved with the child support division of the Prosecutor's Office.

Schedules the calendars of the child support investigator and the attorney involved in child support court appearances.

Coordinates the dates of paternity blood draws with the drawing agency and Courthouse facilities.

Is responsible for scheduling appointments for all clients of the child support division along with the maintenance of files once generated.

Coordinates hearings with the Friend of the Court and promptly notifies parties involved.

Compiles departmental statistics for routine reporting function of the division.

Answers inquiries from clientele and the general public both in person and telephonically requiring knowledge of departmental policies and an ability to make judgments maintaining confidentiality when required.

PERIPHERAL DUTIES

Processes outgoing mail and receives departmental information from various other County agencies.

May interview clients on an initial basis or in preparation for court appearances.

Acts as receptionist for the office when called upon to do so.

Processes warrants on an as needed basis.

Serves on a variety of employee committees as assigned.

Provides backup to related positions as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A) Graduation from a high school or GED equivalent with course work in general office practices such as personal computer operation, typing and filing, and
- B) Specialized knowledge or experience in the operations of a legal office including knowledge of the organization, policies and practices of the Prosecutor's Office, or
- C) Two (2) years of increasingly responsible related experience,
- D) Some college level course work.
- E) Of suitable character to work in the Prosecutor's Office.

Necessary Knowledge, Skills and Abilities:

- A) Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; working knowledge of legal terminology, format and standard legal instruments relating to child support; working knowledge of the civil law practice, criminal justice system and court procedure.
- B) Skill in operation of listed tools and equipment.
- C) Ability to prepare accurate legal documents relating to child support; ability to make simple mathematical calculations; ability to effectively meet and deal with the public, ability to communicate effectively verbally and in writing.
- D) Ability to maintain office confidentiality and to work well with other staff members.

TOOLS AND EQUIPMENT USED

Phone switchboard; mainframe computer terminal; personal computer including work processing software; typewriter; dictation equipment; copy machine; postage machine; fax machine; calculator; other routine office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this 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 talk or hear. The employee is often required to walk, sit or use hands to finger, handle or feel objects, tools or controls. The employee is often required to stand, climb, or balance, stoop, kneel crouch or crawl, and reach with hand and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to focus.

WORK ENVIRONMENT

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

The noise level in the work environment is typical of a busy office, ranging from quiet to moderately noisy.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date:

Revision History: