

FAYETTE COUNTY

Criminal Division Secretary I

Position Description

Non-Exempt

OVERALL OBJECTIVE OF JOB

To assist the department with the secretarial needs, including preparation of complex litigation, forms, procedures and related duties, which includes the use of discretion, independence and judgment.

ESSENTIAL FUNCTIONS OF JOB

1. Takes, transcribes and/or types dictation, including legal opinions, briefs, memos, subpoenas and other related legal documents.
2. Develops and maintains legal files and filing/tracking systems on all court cases and appeals, invoices and billings.
3. Logs opinions, orders and other court decisions; performs necessary docketing of cases.
4. Processes a variety of legal forms, completely and accurately, to implement court orders and proceedings.
5. Operates typewriter, computer and software to maintain necessary information.
6. Greets general public and assists them with paperwork and qualifying process.
7. Opens, screens and distributes mail appropriately.
8. Answers phone calls and routine inquiries, or directs calls to appropriate individuals.
9. Interacts with general public, clients and other internal departments.
10. Makes and cancels appointments as required.
11. Distributes files for pre-trial conferences.
12. Assists attorneys with preparation of hearings/trial information as needed.
13. Makes photo copies and sends/receives fax documents as necessary; operates other office equipment as needed.

OTHER DUTIES

1. Performs duties of other support staff in their absence.
2. Attends court hearings if required.
3. Orders office supplies as required.
4. Performs other job-related duties as required.

SUPERVISION RECEIVED

Receives occasional instruction and limited supervision from attorneys or supervisor in regard to daily work duties.

July 27, 2015

SUPERVISION GIVEN

None

WORKING CONDITIONS

1. Works in adequate work space, lighting, ventilation, but with fluctuations in temperatures.
2. Works with average office exposure to noise and stress, but subject to frequent disruptions.
3. Normal exposure to indoor dust/dirt.

PHYSICAL AND MENTAL CONDITIONS

1. Must possess ability to record, convey and present information, explain procedures and follow instructions.
2. Must be able to sit for long periods during the work day, with frequent standing, walking and occasional twisting, stooping, pushing, pulling, grasping, reaching and overhead reaching necessary to carry out job duties.
3. Dexterity requirements range from simple to coordinated movements of fingers/hands; feet/legs; torso necessary to carry out job duties.
4. Sedentary work, with occasional lifting/carrying of objects with weights of ten pounds.
5. Must be able to pay close attention to details and concentrate on work.

QUALIFICATIONS

A. EDUCATION/TRAINING

High school diploma or equivalent, plus some secretarial, legal and computer training.

B. WORK EXPERIENCE

6-12 months working experience in legal environment. OR, any equivalent combination of training and experience.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

1. Must be able to speak and understand the English language in an understandable manner in order to carry out essential job duties.
2. Must possess effective communication and interpersonal skills.
3. Must possess ability to function independently, have flexibility and the ability to work effectively with clients, co-workers and others.
4. Must possess the ability to maintain confidentiality in regard to client information and records.
5. Must possess the technical knowledge of operating personal computers and other office equipment as needed to perform essential job duties.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (CONT)

6. Must possess some knowledge of legal terminology.
7. Must possess some knowledge of the operation and procedures of the civil and criminal court systems.
8. Must possess the ability to take and transcribe legal dictation and type from drafts clearly and accurately and within a reasonable speed.
9. Must possess ability to prepare and maintain files and reports.
10. Must possess the knowledge and ability to assist in the preparation and assembly of legal documents.

In compliance with the Americans With Disabilities Act, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss the potential accommodations with the Employer.