

FAYETTE COUNTY

LEGAL SECRETARY III

Position Description

Non-Exempt

OVERALL OBJECTIVE OF JOB

To assist the department with the secretarial needs, including complex litigation, forms, procedures and related duties, which includes the use of discretion, independence and judgment and assists supervisor in providing supervision and training to secretarial staff.

ESSENTIAL FUNCTIONS OF JOB

1. Assists supervisor with the supervision of secretarial staff and assignment of work duties; assists in training of new clerical staff.
2. Takes, transcribes and/or types dictation, including legal opinions, briefs, memos, subpoenas and other related legal documents.
3. Develops and maintains legal files and filing systems on all court cases and appeals; supervises file maintenance.
4. Logs opinions, orders and other court decisions; performs necessary docketing of cases.
5. Processes a variety of legal forms, completely and accurately, to implement court orders and proceedings.
6. Operates computer and software to maintain necessary information.
7. Composes replies to routine correspondence.
8. Provides trial list for all judges; arraignment list for judges and other departments.
9. Answers phone calls and routine inquiries, or directs calls to appropriate individuals.
10. Interacts with general public, clients and other internal departments.
11. Makes and cancels appointments as required; schedules court hearings for staff.
12. Processes dismissal and expungement documents and a variety of forms to implement court orders as required.
13. Assigns caseloads for attorneys as required.
14. Assists attorneys with preparation of hearings/trial information as needed.
15. Prepares for hearings and trials by assembling legal records and other information, including appeals, rulings and other pertinent documents.
16. 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. Reviews lists of prospective jurors for criminal cases as required.
3. Performs other job-related duties as required.

Position Description

SUPERVISION RECEIVED

Receives little instruction and limited supervision from attorneys in regard to daily work duties.

SUPERVISION GIVEN

No direct supervision; acts as working supervisor for clerical staff of three.

WORKING CONDITIONS

1. Works in adequate work space and lighting, but with fluctuations in temperatures and ventilation.
2. Works with average indoor exposure to noise and stress, but subject to frequent disruptions.
3. Normal indoor exposure to office 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 and 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 approximately ten (10) 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. CLEAN NCIC certification for checking criminal history preferred.

B. WORK EXPERIENCE

2-4 years working experience in law office, including taking and transcribing of legal dictation, notes. Experience in government preferred. OR, any equivalent combination of experience and/or training.

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 judicial authorities, co-workers and others.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (Cont=d)

4. Must possess the ability to maintain confidentiality in regard to defendant information and records.
5. Must possess the technical knowledge of operating personal computers and other office equipment.
6. Must possess knowledge of legal terminology.
7. Must possess some knowledge of the operation and procedures of the 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 ability to compose replies to routine correspondence and to utilize proper English, grammar, spelling and punctuation.
11. Must possess the knowledge and ability to assist in the preparation and assembly of legal documents
12. Must possess considerable knowledge of modern office practices and procedures and the ability to apply same to job duties.

I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF LEGAL SECRETARY III AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

Signature of Employee

Date

Signature of Supervisor

Date

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.