



LINN COUNTY DISTRICT ATTORNEY
Invites applications for the position of:

Legal Secretary

SALARY: \$3,539 - \$4,435 Monthly (\$42,468 - \$53,220) (Excellent Benefits: including health, dental, retirement.)

OPENING DATE: 12/15/2022

CLOSING DATE: 1/15/2023

CLASSIFICATION TITLE: Legal Secretary

CLASSIFICATION NUMBER: 615

CLASSIFICATION CATEOGRY: Management–Exempt; Non-Union; Full Time (37.5 hours/week).

RESPONSIBILITIES:

- Do you envision yourself in a role that allows you to solve problems in a fast paced law office environment?
- Do you have an interest in being a vital member of a team that works to obtain justice for victims of a wide range of crimes including, homicide, assaults, child abuse, theft, etc.
- Do you have a personal commitment to putting ethics into action by holding yourself to the highest standards of professionalism, honesty and principles?
- Enhancing attorney effectiveness by providing information-management support, anticipating needs, and working toward a common goal.
- Assisting attorneys in the courtroom by preparing visual digital media exhibits, coordination of witnesses, and strategizing effective arguments for a judge or jury.
- Responsible for communicating between the District Attorney's Office, court staff, law enforcement, and defense attorneys regarding court appearance and case needs.
- Respond to daily urgent requests in a timely manner to support Deputy District Attorneys.
- Open new case files, prepare appropriate documents, and modify cases during court case life.
- Ability to work well under pressure, utilize strong organizational and prioritization skills, balance work assignment, and have high attention to detail.
- Ability to handle a wide range of situations and circumstances effectively, positively, and professionally and to maintain composure in difficult, stressful and quickly emerging situations.
- Ability to make decisions and solve problems independently, while engaging cross-functionally or with other peers as needed.
- Proficient at using a variety of media platforms and computer systems.

QUALIFICATIONS:

- Knowledge of principles, practices, and procedures of criminal justice system.
- Ability to manage and maintain sensitive and confidential information.
- Maintain regular and predictable work attendance.
- Possession of or ability to obtain Law Enforcement Data System (LEDS) certification as well as notary public within 30 days of hire.
- A Bachelor's Degree or an Associate Degree and/or any satisfactory equivalent combination of experience, education and training in Administrative Office Professional Studies that demonstrates the ability to perform the job.
- Must pass a criminal history background check, which includes fingerprinting.
- Bilingual Spanish/English candidates encouraged to apply.

WORK LOCATION: Located in downtown Albany, Oregon, the Linn County District Attorney's Office is situated in the Willamette Valley midway between the Cascade Mountain Range and the Pacific Coast, and within an hour's drive to the Eugene, Corvallis, Salem, and Portland Metro areas.

The District Attorney's Office and local law enforcement have long held the support from the citizens of Linn County as demonstrated by their consistent approval of funding measures over the past thirty years.

HOURS: Monday - Friday 8:30AM-5:00PM

HOW TO APPLY: Submit a completed Linn County District Attorney's Office Employment Application, along with a resumé and a cover letter to:

Amy Guyer
Executive Assistant
Linn County District Attorney's Office
PO Box 100
Albany, OR 97321
FAX (541) 928-3501

Application forms may be obtained, at the Linn County Web page, <http://www.co.linn.or.us>.