

# **LINN COUNTY CLASSIFICATION**

**TITLE: LEGAL SECRETARY**

**NUMBER: 615**

**PAY RANGE: 09**

**CATEGORY: MANAGEMENT/EXEMPT**

**APPROVAL ORDER**

**NUMBER: 2000-072**

**DATE: February 23, 2000**

**GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES:** Performs complex legal secretarial work in the District Attorney's office. Work involves preparing legal documents, composing letters requiring a working knowledge of the criminal justice system process and of office policies and functions, and maintaining departmental records, etc..

**SUPERVISION RECEIVED:** Works under the general supervision of the Chief Legal Secretary who assigns work and checks work methods, records, and correspondence. Also subject to supervision of attorney who initiates such documents.

**SUPERVISION EXERCISED:** Supervision of employees is not a responsibility of positions in this classification, but an incumbent may assist in the job orientation of new personnel, or those who are being trained pursuant to job rotation.

**ESSENTIAL FUNCTIONS:** A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

## **I. CRIMINAL PROSECUTION (Circuit Courts)**

1. Prepare accusatory instruments, affidavits, motions, subpoenas, jury instructions, court orders, and related documents, according to office format and policy, subject to specific direction from attorney in writing or by dictation.
2. Compile and index file for each case, include legal documents, reports, work sheets into file, copy and forward copies of certain file contents to defense, maintain file notes, retrieve and process files to meet court schedules, distribute orders and documents upon conclusion of case, all in keeping with knowledge of justice system, office routine or as directed by attorney.
3. Receive visitors, correspondence, answer phone from public, police, attorneys or Courts. Give assistance or direction according to office policy or refer inquiry to appropriate person or outside agency based upon knowledge of criminal procedures/office policy.
4. For Grand Jury, prepare indictments and related subpoenas, orders or notices, schedule presentation of cases, account for witness and jury attendance, file indictments as secret or public, according to policy and attorney direction.
5. Prepare legal documents for extradition, specific correspondence, memorandums, or reports to public, police or other agencies as directed by supervisor or attorney.

**II. COUNTY COUNSEL**

1. Prepare pleadings, briefs, legal documents for filing in Federal or State Courts, state or county administrative agencies; prepare ordinances, orders, contracts, legal notices, policies or reports for County Board, County officers and departments, all according to appropriate format for such court, agency or office, subject to specific direction by attorney.
2. Compile and index files for litigation cases, legal projects, reports; maintain files and indexes, organize and deliver files, documents for attorney or agency to meet scheduled court appearances, meetings.
3. Note or schedule appearances, appointments, due dates, prepare and forward legal or courtesy notices required for event, organize and provide documents prepared for proceedings or events, prepare orders or other documents and file appropriately for record of event, as required by law, policy or directed by attorney.
4. Prepare correspondence, reports or other documents as directed by attorneys, maintain accounting records of County Counsel expenditures, maintain office library of opinions, rules, legislation, ordinances, and policies; maintain appointment schedule for County Counsel, respond to inquiries from public, attorneys, or county offices or defer to appropriate person or agency.
5. Prepare documents, schedule, and subpoena mental commitment hearings.

**III. MEDICAL EXAMINER**

1. Compile and index files for each death investigation case, including police, physician, laboratory, autopsy reports, and death certificate; maintain file index, account for and submit billings for payments to physicians; maintain record of expenditures, retrieve and forward file contents as directed by attorney or authorized physician.
2. Compile by liaison with physicians and State Medical Examiner's office monthly schedule for "on call" duty, and distribute schedule to physicians and police agencies; make monthly autopsy reports to State Medical Examiner, prepare and distribute policies to physicians and police as directed; maintain record of physician, police appointees and other general records as required by law and policy.
3. Respond to inquiries from public, physicians, police, insurers, or family members; respond to inquiry or refer to proper person, subject to attorney direction.

In addition, all Linn County employees are required to:

1. Develop and maintain effective, harmonious and reasonable work relationships with others.

2. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

3. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Knowledge and ability to use standard business English language skills (composition, spelling, grammar) and standard arithmetic. Knowledge and ability to use standard office machines (computer and software, copier, adding machine, etc.); considerable knowledge of legal office terminology and the preparation and processing of legal document; ability to make decisions independently in accordance with established policies and to use initiative and judgement to carry out tasks and responsibilities with only general instructions and guidance and to perform recurring duties without specific direction and to complete new tasks with minimal supervision; ability to use tact and judgement in dealing with the public and to work harmoniously with other employees. Ability to keep information confidential.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school, including or supplemented by secretarial training courses plus two years of secretarial experience in a public or private law office; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. No criminal convictions. Must be willing to live in Linn County and have a home telephone. Must conduct himself or herself with complete personal integrity and the highest professional ethics.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; reach with hands and arms and lift or move thirty (30) pounds. The ability to work with and respond appropriately to highly agitated and threatening people is also required.