

COTTONWOOD COUNTY

Legal Secretary

FLSA

Exempt

Non-Exempt

JOB DEFINITION: Under limited supervision, performs advanced staff support activities for the County Attorney and Assistant County Attorney.

ESSENTIAL FUNCTIONS: *The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES:

Prepares correspondence, court documents, notices, forms, briefs, etc. from rough drafts, clear copy, oral instruction or voice recordings.

Maintains complete filing systems; maintains the state-mandated Criminal Justice Information System (CJIS); provides information from the CJIS as needed.

Prepares routine correspondence and documents; files with appropriate agency and/or serves on the appropriate party within required time frames.

Works with the court system, social services, attorneys and law enforcement personnel; contacts state agencies to obtain and verify information as needed.

Manages appointment calendars; answers and screens and directs phone inquiries to appropriate staff.

Sorts, opens and distributes mail and other items; files correspondence and case files; updates manuals/publications.

Prepares victim notices and restitution affidavits; continues contact with victims regarding hearing dates, negotiations and related matters.

Maintains expense fund checkbook, law office checkbook and trust account checkbook; prepares billings; pays on accounts and posts to appropriate accounts.

Scan and close out files. Numerous emails to be directed, posted and/or filed.

Performs other duties as assigned or required.

KNOWLEDGE, SKILLS and ABILITIES:

- Knowledge of modern office practices, procedures and equipment.
- Knowledge of legal terminology and the court system.
- Knowledge of business English.
- Ability to prepare various legal documents, letters and forms from drafts, clear copy or recordings.
- Ability to prepare various written reports and records.
- Ability to read, understand, interpret and apply regulations, ordinances, codes, policies, procedures and other operational guidelines and directives.
- Ability to establish and maintain efficient manual or automated filing and records systems.
- Ability to effectively prioritize and organize work load.
- Ability to perform basic mathematical calculations.

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KNOWLEDGE, ABILITY AND SKILLS:

- Ability to operate various modern office equipment.
- Ability to operate a personal computer and various software applications.
- Ability to take and transcribe dictation.
- Ability to establish and maintain effective working relationships with County staff, cities, state agencies and the general public.
- Ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS: High school diploma or equivalent and three years of staff support experience in a legal work environment or any equivalent combination of qualifying education and experience.

ADDITIONAL REQUIREMENTS: May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 50 pounds. Must have effective close vision.

Employee Signature

Supervisor Signature

Date

Date

Cottonwood County is an Equal Opportunity Employer. In accordance with the Americans with Disabilities Act, Cottonwood County will provide reasonable accommodations to qualified individuals with disabilities, and encourages prospective employees and incumbents to discuss potential accommodations with the employer.