

## **ADMINISTRATIVE LEGAL SECRETARY**

### **DEFINITION**

Under general direction of the District Attorney, coordinates department office management and support functions; performs a variety of complex and specialized office and administrative support work involving legal files and preparation of legal documents; also provides a variety of administrative and clerical support and other related duties as assigned.

### **CLASS CHARACTERISTICS**

This is a single classification which serves as primary legal secretary to the District Attorney and is responsible for assisting with and carrying out the day-to-day operations of the office. This classification may exercise functional or technical supervision over other clerical staff.

**EXAMPLES OF DUTIES** – Duties may include, but are not limited to, the following:

- Receives, decrypts and makes copies of crime reports; opens and maintains case files.
- Makes copies of documents for discovery and redacts as required, following standard instructions and with direction by the District Attorney if needed.
- Corresponds with other law enforcement agencies regarding ordering “priors” and obtaining other documents and follow-up materials as needed.
- Prepares initial drafts of standard legal documents such as subpoenas or complaints using forms, templates, and prior sample documents, with direction and oversight of the District Attorney.
- May do basic research to assist with obtaining proper citations for cases.
- Prepares first drafts of simple correspondence for the District Attorney’s signature.
- Transcribes tapes and videotaped recordings.
- May provide work direction and training for other office support personnel.
- Tracks case statistics.
- Calendars court appearances and maintains case logs and data reflecting status of proceedings.
- Prepares claim forms, draft budgets, payroll and quarterly cash statements.
- Prepares drafts of routine grant application forms, budgets, and accounting forms.
- Data entry in case management system.
- Records retentions functions.
- Greets office visitors and telephone callers, answering inquiries, responding to concerns and referring them to other staff as appropriate.
- Assists with special projects.
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### **MINIMUM QUALIFICATIONS**

Knowledge of:

- County organization, policies, rules, and regulations.
- Comprehensive knowledge of the policies, procedures, and programs of the department.
- Laws, rules, and regulations affecting assigned program functions and services.
- Legal terminology, phraseology, documents, and forms.
- Requirements for completing and filing legal documents.
- Filing and record-keeping procedures
- Principles and practice of business correspondence and report generation.
- Correct English usage, spelling, grammar and punctuation.
- Budget tracking and monitoring techniques.
- Fiscal and account recordkeeping.
- Applicable court guidelines, routine deadlines, and regulations as they pertain to legal and administrative support.
- Principles and practices of maintaining accurate case and financial records.
- General understanding of principles and practices of case management.
- Principles and practices of customer service.
- Personal computers and software applications related to legal office and administrative support work, including strong word-processing skills and the use of case management software.

Ability to:

- Perform specialized program and administrative support functions.
- Organize and coordinate department office support functions.
- Perform a variety of legal office support, secretarial, and administrative duties.
- Identify, prepare and use a variety of legal documents and forms.
- Interpret and apply policies, rules and regulations with good judgment in a variety of situations.
- Compile information and prepare accurate reports.
- Make arithmetical calculations quickly and accurately.
- Operate a variety of office equipment including computers and assigned software.
- Deal tactfully and courteously with persons seeking information and expressing concerns about programs, legal procedures, policies and functions.
- Communicate effectively, both orally and in writing.
- Review and understand a variety of court documents, fiscal records and accounting information.
- Gather, organize, analyze and present a variety of data and information.
- Prepare clear, concise and accurate records and reports.
- Communicate with others from diverse socioeconomic and cultural backgrounds.
- Effectively represent the District Attorney in contacts with the court system, clients, service providers, the public, community organizations and other governmental agencies.
- Understand and carry out oral and written directions.

- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain strict confidentiality regarding case filings, defendant information,; diligently preserve case file security and office security.

Education:

A high school diploma or GED equivalent; special training, experience or education in the legal or legal secretarial field is highly desirable.

Experience:

At least five (5) years of responsible office and administrative support work experience including two (2) years of legal secretarial experience in a position requiring extensive document preparation and public contact.

Other Requirements:

Possession of a valid driver's license.

TYPICAL PHYSICAL REQUIREMENTS

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; lift and/or move objects weighing up to 10 pounds frequently and 25 pounds occasionally; use hands to finger, handle or feel objects, tools, or controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen. Tasks may involve extended periods of time at a keyboard or workstation.