GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: JANUARY 7, 2013
CLOSING DATE: JANUARY 18, 2013

DEPARTMENT: **County Attorney**

POSITION: **Legal Secretary Senior**

LOCATION: **Globe/Payson**

JOB CODE: **13-002**

ANNUAL SALARY: **$32,094.40-$39,104.00 DOE**

NATURE OF WORK

Performs a variety complex legal secretarial and administrative duties to transcribe and prepare legal documents, scheduling and trail preparation, case research and data collection and a variety of other duties in support of the activities of Gila County Attorneys.

DUTIES AND RESPONSIBILITIES:

- Answers and routes incoming calls; responds to inquiries; replies to emails; communicates with County department heads, elected officials, State agencies, hospitals and behavioral health organizations, witnesses, court administrators, attorneys, victims, victim representatives, defendants, law enforcement agencies, and the public regarding cases.
- Manages and maintains attorney calendars including meetings, court appearances, weekly on-call lists, law and motion days, and training; calendars incoming court documents and minute entries; schedules interviews with victims, witnesses, police officers, defense attorneys, prosecutors and investigators; schedules oral arguments, hearings, and conference calls; coordinates schedule changes.
- Prepares legal pleadings for criminal and civil procedures, forfeiture documents, and correspondence to law enforcement, the courts and other attorneys; processes invoices from mental health treatment centers for payment.
- Prepares and issues subpoenas for witnesses, ensures witnesses are served; may make travel arrangements/hotel accommodation for witness; ensures witnesses have been notified; maintains case status information and contact with witnesses and interested parties; notifies witnesses and/or other involved parties of case disposition.
- Prepares correspondence including victim letters, opinions for department heads and elected officials, and letters to attorneys and defendants; drafts emails to coordinate the flow of calendar events; prepares letters to request certified documents from other governmental agencies or courts in relation to criminal or civil cases.
- Processes incoming mail and minute entries from the courts; date stamps incoming documents and distributes to appropriate personnel.
- Drafts email to attorneys, personnel, victims and relevant agencies to coordinate the flow of calendar events.
- Prepares letters to request certified documents from other governmental agencies or courts in reference to civil and criminal cases.
- Mails victim impact notifications, hearing notices, post-conviction notices to victims, certified mailings of summons and indictments; distributes victim brochures to appropriate agencies.
- Inputs case data into Judicial Dialog; files, copies and distributes legal pleadings and documentation.
- Prepares summons and indictments, long-form complaints, subpoenas for trial, and certificates of service.
- Calendars incoming court documents and minute entries; schedules interviews with victims, witnesses, police officers, defense attorneys, prosecutors and investigators; schedules oral arguments, hearings, and conference calls; coordinates schedule changes.
- Takes notes and documents court proceeding case files; distributes case files to appropriate secretary or prosecutor.
- Conducts case research and collects data on defendants; obtains criminal history, case history, addresses, and defendant descriptions.
- Prepares case files and documentation for trial; organizes and prepares trial notebooks; coordinates the marking of evidence; ensures evidence has been tested and lab results are complete; transcribes interviews for incorporation in trial procedures; ensures materials/evidence/witnesses have been disclosed to defense.
- Monitors and maintains case files from opening to closure; updates case status in Judicial Dialog, on case lists and warrant lists; coordinates flow of judicial pleadings and filings; maintains appeal cases and sends out relevant documentation to the court, defense and victims.

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WORKING ENVIRONMENT:

Work is performed in an office environment where the physical demands require sitting for extended periods of time, occasional lifting of file boxes; frequent use of computers and standard office equipment; may work under stress of deadlines and may encounter irate or disgruntled public.

DISTINGUSHING CHARACTERISTICS:

This is the senior level in the Legal Secretary series and as such, employees regularly demonstrate a high level of expertise and proficiency in their performance, are expected to perform most duties independently, and have the ability to exercise considerable discretion and initiative in completing assignments; may serve as resource to other legal secretaries and assist in the training of new staff.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. and four (4) years legal secretarial experience; or equivalent combination of education, training and experience. A valid Arizona Driver's License; skill in transcribing at a high rate of speed. Skill in typing with speed and accuracy at a net speed of 55 wpm.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Principles of record keeping, case files and records management; legal terminology, forms and documentation; legal processes and procedures; court processes and procedures for filing of legal documents; applicable state and Federal rules, codes and regulations; business and personal computers, and business office software applications; County policies and procedures; business English, spelling, punctuation and grammatical usage.

Ability to: Prepare legal and technical correspondence; read legal documents and extract relevant information; transcribe legal dictation; manage attorney calendars and schedule complex meeting agendas; conduct case research and collect data; prepare and maintain case files.

Skills in: Transcribing dictation, especially legal terminology; effectively communicating in written and verbal forms; writing and completing accurate reports, legal documents and correspondence; assessing and prioritizing multiple tasks, projects and demands; effective verbal and written communication; establishing and maintaining effective working relations with co-workers, officers of the court, relevant agencies and the public.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.