

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED JULY 5, 2013
CLOSING DATE: JULY 19, 2013

DEPARTMENT: County Attorney

POSITION: Legal Secretary

LOCATION: Globe

JOB CODE: 13-076

ANNUAL SALARY: \$27,664.00-\$41,080.00 DOE

NATURE OF WORK:

Provides administrative support to attorneys and performs a variety of legal secretarial and office functions.

DUTIES AND RESPONSIBILITIES:

- Performs various legal secretarial duties in support of assigned attorneys including document preparation, scheduling and calendaring, case research and data collection, and trial preparation.
- Answers and routes incoming calls; responds to general inquiries; replies to emails; communicates with County employees, elected officials, State agencies, attorneys, victims, defendants and other relevant parties regarding cases.
- Prepares correspondence; processes incoming mail and minute entries from the courts; date stamps incoming documents and distributes to appropriate personnel.
- Drafts emails to various parties to coordinate the flow of calendar events.
- Requests certified documents from other governmental agencies or courts in reference to civil and criminal cases.
- Mails notifications, notices, and certified mailings of summons and indictments; distributes victim brochures to appropriate agencies.
- Prepares legal pleadings, forfeiture documents and logs; processes invoices for payment.
- Inputs case data into Judicial Dialog; files, copies and distributes legal pleadings and documentation.
- Prepares summons, indictments, long-form complaints, subpoenas for trial, and certificates of service.
- 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, 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; transcribes interviews for incorporation in trial procedures; ensures evidence has been tested and materials/evidence/witnesses have been disclosed to defense.
- Monitors and maintains case files from opening to closure; updates case status in Judicial Dialog and on case/warrant lists; coordinates flow of judicial pleadings and filings; maintains appeal cases and coordinates relevant documentation.

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.

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DISTINGUISHING CHARACTERISTICS:

While this is the entry level in the Legal Secretary series, employees have prior experience enabling them to apply specific knowledge of legal formats and procedures; additional experience is needed in order to work in a number of areas. As experience is gained, employees are expected to perform most duties independently and exercise considerable discretion and initiative in the completion of assignments.

EMPLOYMENT STANDARDS:

High School Diploma or G.E.D. and two (2) years legal secretarial experience; or equivalent combination of education, training and experience. 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.