GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501

POSTED: APRIL 29, 2016
REVISED: JUNE 15, 2016
OPEN UNTIL FILLED

DEPARTMENT: **County Attorney**

POSITION: **Legal Secretary**

LOCATION: **Globe**

JOB CODE: **16-030**

ANNUAL SALARY: **$31,133-$33,468 DOE**

PURPOSE OF THE JOB

The purpose of this position is to assist an assigned attorney, providing administrative support and customer service.
This position provides administrative and clerical support to the assigned prosecutor in order to ensure that all assigned cases are prepared and organized. The secretary manages the prosecutor's schedule and caseload, types pleadings, and sets up interviews, court coverage, and meetings with victims and/or witnesses, etc. The role is also responsible for answering phones, dealing with visitors, and assisting other agencies with their requests.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Performs various legal secretarial duties in support of assigned attorneys including document preparation, scheduling, and calendaring, case research and data collection, and trial preparation.	10%
• Prepares legal pleadings, forfeiture documents, and logs; prepares summonses, indictments, long-form complaints, subpoenas for trial, and certificates of service.	20%
• Manages and maintains attorney calendars, including meetings, court appearances, weekly on-call lists, law and motion days, and training.	10%
• Calendars incoming court documents and minute entries; schedules interviews, oral arguments, hearings, and conference calls; and coordinates schedule changes.	10%
• Takes notes and documents court proceeding case files; distributes case files to appropriate secretary or prosecutor.	10%
• Prepares case files and documentation for trial; organizes and prepares trial notebooks; coordinates marking of evidence; transcribes interviews for incorporation in trial procedures; and ensures evidence has been tested and materials, evidence, and witnesses have been disclosed to defense.	10%
• Monitors and maintains case files from opening to closure; updates case statuses in Judicial Dialog and on case/warrant lists; coordinates flow of judicial pleadings and filings; and maintains appeal cases and coordinates relevant documentation.	10%
• Conducts case research and collects data on defendants; obtains criminal histories, case histories, addresses, and defendant descriptions.	10%
• 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.	10%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

This position does not have project responsibilities.

ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures or processes and responds to public inquiries.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails, formal letters and reports.

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INTERACTIONS WITH THE GENERAL PUBLIC

Interacts regularly with internal coworkers and other departmental personnel over the telephone, by email, and/or in person. Incidental contact with the public may occur as part of the work location.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Frequently (More than 25% but less than 40% in a year)

MINIMUM EDUCATION REQUIRED

High School Diploma or GED with additional specialized or technical training courses.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Five (5) years legal secretarial experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED/PREFERRED

None

KNOWLEDGE REQUIRED

Database management, clerical, customer and personal service, English language and composition, law and government.

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.

SKILLS REQUIRED

Active learning, active listening, critical thinking, analytical writing, customer service, time management, multi-tasking, typing and data entry.

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.

ABILITIES REQUIRED

Recognize patterns and order information, focus, multi-task, read and write at college level, read and write at professional level. 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.

PHYSICAL DEMANDS

- Occasionally stands to present and to attend to customers.
- Sits to operate special equipment and to attend to reception areas.
- May be required to lift work related materials and equipment up to 75 lbs.
- Constantly requires dexterity for keyboard operation; rarely requires dexterity for special gadgets and special machines.
- Incumbents in this position may be required to occasionally walk to and from work sites, bend and stoop; occasionally crawl, kneel and twist.

WORK ENVIRONMENT

Incumbents in this position constantly spends time in office environment; regularly spends time in lobby environment; in computer server room(s); in computer laboratory; spends time in automobile.

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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SAFETY RISK EXPOSURE

Incumbents in this position may become exposed to telephone verbal abuse by customers or citizens; individuals with high level of emotional distress; physical danger, mechanical hazards, chemical hazards and electrical hazards.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department.

CONSEQUENCES OF ERROR

Potential errors can result in unfavorable public perceptions and legal ramifications.

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.