

Bonner County Job Description



Title: Legal Secretary
Department: Prosecutor
Supervisor: Office Manager/Legal Staff Coordinator
Supervision Exercised: None
Job Description Revision: 8/2022

General Summary:

The Legal Secretary is an administrative support position that assists in the successful operation of the Prosecutor's office. Work involves recurring situations with occasional variances. Regular independent judgment is required to apply standard practices and decision-making within clearly defined parameters. Works independently with limited supervision under the general direction of the Prosecutor, the deputies, and the Office Manager. Communicates regularly with others inside the department, throughout the department, and occasionally with others outside the organization. Work has substantial impact on the operations of the Prosecutor's office. Work is typically performed in an office environment with recurring intermittent stress due to deadlines. Does not typically involve travel.

Essential Functions:

The essential functions include, but are not limited to, the following duties and responsibilities that are not listed in any order of priority and may be amended or added to by the County at any time:

Legal Secretary I:

- Answers, screens, and routes telephone calls that may entail solving many questions from the public, Courts, and law enforcement.
- Transports paperwork to and from the Courthouse as assigned.
- Receives and filters all incoming documents from the Court
- Copies and files all necessary files and paperwork related to the cases under review.
- Performs all other duties as assigned.
- Calendars and tracks all court dates, deadlines, appointments, and other dates pertinent to any case.

Legal Secretary II: This Position is differentiated from the Legal Secretary I based on factors such as responsibility, complexity, and experience requirements. It may include duties listed in Legal Secretary I position. In addition, it may include:

- Prepares files for various cases to include Infractions, Misdemeanors, Felonies, which can include Criminal Complaints and Petitions, Summons, Warrants, Motion and Orders, Subpoenas, Discovery, correspondence, miscellaneous pleadings, and documents necessary to the completion of each case.
- Responds to Requests for Discovery from Defense Counsel as well as pro-se Defendants, requiring compiling information from a variety of different sources and agencies in a timely manner.
- Responds to requests by attorney or uses own initiative to compile all necessary paperwork from law enforcement, courts other states, other counties, etc. to prepare file for trial
- Schedules court hearings and appointments for assigned attorney and provides support to Prosecutor assigned to case.
- Receives, identifies, and calculates restitution information for victims of all crimes.

Legal Secretary III: This Position is differentiated from the Legal Secretary I & II based on factors such as responsibility, complexity, and experience requirements. It may include duties listed in Legal Secretary I and II position. In addition, it may include:

- Prepares technical criminal and civil legal documents as directed including but not limited to Briefs, Judgments, Criminal and Civil Complaints, Petitions, Motions, Orders, Notices, Warrants, Summons, Subpoenas, Discovery requests, Failure to Appear, Orders to Show Cause, Probates, and other miscellaneous pleadings as required on all, Civil Lawsuits, Guardianships / Conservatorships, Public Records Requests, Tort Claims, Medical Indigency, Child Protection, Mentally Incapacitated, Fugitive and Asset Forfeiture files.
- Prepares and composes highly confidential correspondence, reports, documents, memos, and other material of an often-confidential nature from dictation, instructions, notes, or personal knowledge.
- Organizes and maintains the civil deputy prosecutor's legal caseload/calendar.
- Attend meetings as necessary and requested.
- Follows policies and procedures relating to the implementation and coordination of a Grand Jury. Prepare all forms and files required. Maintain confidentiality in dealing with high profile investigations coming before a Grand Jury. Work closely with the Prosecutor, Jury Commissioner, Judges, and the Grand Jurors in scheduling.
- Connects clients with needed information and resources in the area or within other states as needed.
- Requires Five years' experience in same or related area.

Secondary Functions:

- Provides Notary Public services as requested.
- Assists other employees as needed in performing work related to a wide range of Caseloads.

Specifications:

- Sufficient combination of knowledge, skills, and abilities to competently perform the essential functions of the job. High school diploma or equivalent required with additional post-high school training in related field.
- Two years' experience required in same or related work.
- Must possess good organizational, telephone, and communication skills.
- Ability to accurately and proficiently type at or about 50 wpm using standard keyboards and personal computers.
- Ability to operate basic office equipment.
- Working knowledge of the Idaho court system preferred at time of hire; however, such knowledge can be obtained during the first year of employment.
- Proficient knowledge of secretarial skills in legal terminology in pleading and document formats.
- Proficient grammar skills as used in the composing and proofreading of documents, memos, and other correspondence.
- Ability to follow directions, work in an effective and professional manner and develop effective working relationships with co-workers
- Ability to communicate effectively, both orally and in writing.
- Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.

Working Conditions: Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking, both in person and over the telephone); walking, and repetitive motions. Requires good general vision.

Disclaimer: This job description is not an employment agreement or contract. Management reserves the right to modify, when necessary, per Bonner County policy.

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____

(Signature needed upon hiring and transfer/promotion only)

Please Print Name: _____