SHOSHONE COUNTY

Job Description – Office Clerk (legal secretary)

Job Title:	Office Clerk
Department:	Prosecuting Attorney
Elected Official:	Prosecuting Attorney
Reports To:	Office Manager/Legal Assistant(s) and Prosecuting Attorney
Hours:	40 hours per week
FLSA Status:	Non-Exempt

SUMMARY: The Prosecuting Attorney's Office Clerk is an administrative/secretarial position within the Shoshone County Prosecuting Attorney's Office. Under general supervision, this position performs clerical, administrative and support services for the Prosecuting Attorney and deputy prosecuting attorneys, as well as develops and maintains office procedures, systems and workflow. In a law firm setting, this position is often referred to as a legal secretary.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following are representative of those duties of the position when fully functioning. They are not intended to represent the entire functional capacity of the position at the task level.

Office Clerk Functions:

The Prosecuting Attorney's Office Clerk handles administrative tasks, including greeting members of the public and directing them to the appropriate department or individual, answering incoming calls, scheduling appointments, drafting correspondences, effectuating court filings, performing data entry, organizing case files, and completing other general office administrative functions. The Office Clerk also acts as a liaison between attorneys and clients. The Office Clerk may be responsible for entering and maintaining client records, attorney calendars, and case management system data. The Office Clerk composes miscellaneous documents for attorney review and approval from general instruction, therefore they must understand legal terminology.

Interpersonal Elements:

The court dockets not only deal with defendants who are members of the public, but constituents and victims who are invested in particular cases. Therefore, the Prosecuting Attorney's Office Clerk must tactfully deal with members of the public under stressful conditions.

Confidentiality Requirements: The Prosecuting Attorney's Office Clerk maintains computer records of necessary client documents, case information, and work product including documents and letters. The Office Clerk will frequently create, access, and maintain case files which may contain highly confidential information. As a general matter, cases within the Prosecuting Attorney's Office are not open to the public and therefore, the Office Clerk will be required to maintain the strictest confidentiality of clients, co-workers and attorneys, as well as information related to the matters handled by the Office. As a result, the Office Clerk will need to prioritize workflow, demonstrate accuracy and pay close attention to detail in order to be successful in ensuring compliance with confidentiality requirements for the Office.

The Office Clerk is authorized access to private information as a condition of employment to the extent necessary to perform their duties. As an employee of the county, the Office Clerk will be required to protect against unauthorized access to such information, ensure the security and privacy of such information, and disclose any anticipated threats or hazards to such information. Employees must be very careful not to release this information to the public or to other individuals, including but not limited to county employees who have not been authorized or who do not have a legitimate organizational, departmental, or business need to know as described in Idaho

Code Section 9 et. seq. Any questions regarding release of such information to another person should be directed to their supervisor, elected official, or their designee.

KNOWLEDGE, SKILLS, AND ABILITIES: The requirements listed herein are representative of the knowledge, skill, and/or ability required for this position. Among these, a working knowledge of secretarial principles and practices, English composition, document drafting, spelling, and business formats are all basic requirements. An ability to plan and coordinate activities of coworkers, as well as independently design, develop and install office procedures, will be vital to success in this position.

Demonstrating the ability to work independently in the absence of specific instructions, strict confidentiality, and dedication are all necessary attributes of a proficient Office Clerk. This requires excellent writing skills, which includes demonstrating comprehensive knowledge of English language, punctuation, spelling, writing, and proofreading. Office Clerks must know and be able to adhere to general office practices, procedures, and machines while ensuring that all documents under their control leaving the office are of high quality and professional composition.

SUPERVISORY RESPONSIBILITIES: N/A

EDUCATION AND/OR EXPERIENCE: Associates Degree or certification from a Legal Assistant program and/or preference for five (5) years related experience and/or training; or equivalent combination of education and/or experience as an office clerk, legal secretary, or other administrative professional is preferrable.

CERTIFICATES, LICENSES, REGISTRATIONS: Must be able to pass a criminal background check and drug screening.

TECHNOLOGY EQUIPMENT AND TOOL SKILLS: The applicant must demonstrate a proficient ability to use a personal computer and associated peripherals, and use Microsoft Office Suite (Word, Excel, Outlook), databases specific to the County, Internet, and Microsoft Outlook as well as the ability to use telephone, facsimile machine, copy machine, printers, scanning devices, and general office equipment.

This position requires the selected individual to independently procure records, documents, etc., and review the same for content and completeness. The Office Clerk will exercise independent judgment based upon comprehensive knowledge of individual cases while understanding and applying applicable court rules and policies. With technology ever evolving and large amounts of discovery material housed within a computer-based format, proficient skills in transcribing, scanning, copying and creating digital media, as well as an understanding of cybersecurity threats and cyberterrorism prevention, are all needed to be successful in this position.

LANGUAGE SKILLS: A large amount of the Prosecuting Attorney's workload is done through court filings, requiring the Office Clerk to read, analyze, interpret and apply procedures and information quickly and accurately. Examples of documents and tasks that require this skill are journals, documents and manuals in a specialized field, financial reports, policy and procedure manuals, and legal files; to respond to common inquiries from members of regulatory agencies or members of the public; to effectively present information to top management, public groups, witnesses and/or stakeholders; to read, write, hear, and speak in English.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and the work environment characteristics described herein are representative of those that an employee encounters while performing the essential functions of this job and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel; and occasionally required to stand, walk, sit, reach with hands and arms and climb or balance. The employee

must occasionally lift and/or move up to twenty (20) pounds with or without assistance, and with or without the aid of equipment and/or devices designed to assist in the lifting effort. The noise level in the work environment is moderate.

This position will primarily perform duties and responsibilities during regularly scheduled work hours. However, when workflow demands, the position may be required to work on a weekend, holiday, or after-hours when specifically requested by the Prosecuting Attorney.

Prepared and Approved by: _____

PROSECUTING ATTORNEY

Date: 12/615/2025