



## JOB DESCRIPTION LEGAL SECRETARY

**Organization:** Harney County  
**Location:** Burns, Oregon  
**Department:** District Attorney  
**Classification:** Non-Exempt  
**Job Title:** Legal Secretary  
**Grade:** 6

### **PURPOSE OF POSITION:**

The office's legal secretary participates in a variety of paralegal and clerical duties in support of the District Attorney's Office, requiring advanced knowledge of the law, legal documents, reports, letters, and memorandums. Requires knowledge of legal/judicial conventions, terminology and formats.

### **ESSENTIAL JOB FUNCTIONS:**

- 1) Prepare correspondence, reports, and other materials relating to confidential or sensitive agency matters. Provide secretarial support and backup to other office staff performing general office, secretarial, or records processing tasks.
- 2) Grand Jury and Preliminary Hearings: Coordinate and notify grand jurors, officers, victims and witnesses of dates of appearance. Subpoena criminal actions. Type and file felony/misdemeanor criminal Indictments.
- 3) Criminal caseload: Type, edit, finalize, and file a wide variety of legal documents. Maintain docket for court appearances for each case. Assist with paper filing when necessary. Extensive data entry. Subpoena and ensure that said are served in a timely fashion. Assist victims and witnesses with problems or issues that arise from court hearings.

### **AUXILIARY JOB FUNCTIONS:**

Maintain proficiency by attending trainings and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

## **JOB QUALIFICATIONS REQUIREMENTS:**

### **MANDATORY REQUIREMENTS:**

General knowledge of proper grammar, punctuation, spelling, capitalization and sentence structure.

Advanced knowledge of legal terminology, forms and documents. Skill in performing a variety of clerical functions at a technical or secretarial support level requiring decision-making within established policies and procedures.

Skill in making independent judgments and decisions and determining the course of action to be taken.

Skill in communicating orally and in writing with a variety of people, answering questions, and gathering and exchanging information.

Skill in applying and explaining laws, rules, policies and procedures.

Skill in operating and servicing office equipment.

Skill in gathering and organizing data and preparing reports.

High school graduate or equivalent (required).

### **SPECIAL REQUIREMENTS/LICENSES:**

Licenses or certifications eventually required upon being hired: Oregon Driver's License, Notary Public.

### **DESIRABLE, BUT NOT REQUIRED:**

Additional training in supervisory and legal secretary/assistant field and over two (2) years of secretarial experience in a legal environment, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

### **PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, standard office equipment, and motorized vehicles.

### **WORKING CONDITIONS:**

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noise.

**SUPERVISORY RESPONSIBILITIES:** None

**SUPERVISION RECEIVED:** In general, works under the direct supervision of the Office Manager, and under the general supervision of the District Attorney.