

DEPARTMENT: DISTRICT ATTORNEY

JOB TITLE: LEGAL SECRETARY

SUPERVISOR: Administrative Assistant EMPLOYMENT STATUS: Full Time / Non-exempt

****Please complete an application and attach a resume online****

JOB SUMMARY: This position requires knowledge of court proceedings and legal terminology to be used in assisting the prosecutor involved in litigation. The secretary is in frequent contact with the public in person, by telephone and through email. The secretary has sufficient knowledge of investigations, pending cases, dispositions and is to provide information to other individuals and agencies. This person must maintain discretion in communications without jeopardizing pending matters or without creating liability for people or agencies involved. The secretary is relied upon by prosecutors to maintain calendar of all dockets, hearings, trials, and motions due within a limited time frame. The secretary performs work independently; receives detailed instructions only when procedures are changed. The secretary is also responsible for dictation, preparation of legal documents, filing, correspondence, and all other secretarial duties which may be required by the prosecutor or investigator. Each staff member is responsible for creating and maintaining a manual of current procedures.

MINIMUM QUALIFICATIONS:

1. Knowledge of legal terminology and format.
2. Knowledge of Court Room Procedure.
3. Proficiency in typing (40/50 WPM).
4. Proficiency in dictation and transcription.
5. Computer literate, with proficiency in Windows and Word.
6. Knowledge in composing emails.

ESSENTIAL JOB FUNCTIONS:

1. Respond to public inquiries in courteous manner.
2. Provide information to individuals and agencies involved in each case.
3. Type legal documents, correspondence, and reports which require knowledge of legal terminology and format.
4. Assemble and organize information on each case for use by the attorney.
5. Operate computer, scanner, fax, and copy machine.
6. Maintain accurate calendar of daily, weekly, monthly, and yearly office and court activities
7. Assist in assembling and tabulating data for statistical reports.
8. Maintain office files according to predetermined categories; filing of documents, reports, records, correspondence, and pull files upon request
9. Perform other duties as requested.

WORKING CONDITIONS:

1. Ability to work in a high stress environment and perform several tasks at once.
2. Ability to work after/before regular business hours and/or overtime as job requires.

CONTACT WITH OTHERS:

High interaction with staff members, the public, media, District and County Courts, Law Enforcement Agencies, defendants, and Probation

The Randall County District Attorney's Office does not discriminate on the basis of race, color, national origin, sex, age, or handicapped status in the employment or the provision of services.