

GEARY COUNTY JOB DESCRIPTION

Job Title: Legal Secretary

FLSA: Non-Exempt

Salary Range: 15

**Reports To: Geary County Attorney
CA1007, CA1008**

**PCN: CA1006,
CA1009, CA1010**

Department: County Attorney

Date: June 2020

JOB SUMMARY

The job duties of the Legal Secretary include but are not limited to provide highly responsible clerical and assistant duties of a complex and varied nature; and to provide responsive, courteous and efficient service to County residents and the general public. Performs other duties as required.

Information handled by this employee is of a highly confidential nature.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Legal Secretary might be asked to perform. This job description is to incorporate any County Resolutions for the position of Legal Secretary. This position description is not designed to list all tasks and responsibilities of this position. Geary County reserves the right to revise or change job duties as the need may arise. This position description does not constitute a written or implied contract of employment.

Legal Correspondence. Prepares the answer to petitions including research of possible exhibits, composition of a draft and final answer. Files all paperwork and pull files for review. Prepares charges for individuals consisting of complaints, gather necessary information of sheriff and police reports. Types and files journal entries reflecting court proceedings daily, adapting format to fit the case. Transcribes and type legal documents, forms, letters, reports and records.

Court Duties. Enters court dates, times and case proceedings into PROSECUTOR program and log of court dates and case numbers. Prepares charges and petitions. Prepares transport orders, bench warrants, notices of hearing, care and treatment orders, etc. Monitors County Attorney's calendars.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty

satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

MINIMUM QUALIFICATIONS

- Associate degree in a Legal or Paralegal or other related field or three (3) years of related technical education.
- Two (2) years office experience
- A valid Kansas driver's license.

PREFERRED QUALIFICATIONS

- Previous experience working in a legal office or court system.

SKILLS AND ABILITIES

- Knowledge of civil, criminal, divorce, etc. statutes and laws.
- Knowledge of cases, scheduling, budget, review of bills, and procedures for case filing through appropriate court systems.
- Knowledge of legal terminology and format.
- Ability to maintain a professional demeanor when dealing with the public.
- Ability to take control of situations in a responsible manner.
- Ability to comprehend, retain and apply County, State, and Federal policies and legislation, i.e. local resolutions and ordinances, procedure manuals, warning labels, etc.

EQUIPMENT KNOWLEDGE REQUIRED

- Ability to operate various types of equipment – standard office equipment, computer and advanced knowledge of Microsoft Office software.
- Knowledge of PROSECUTOR program. (i.e. Full Case/Full Court)
- Ability to use GIS and GPS software.
- Other equipment could be required.

LANGUAGE SKILLS

- Ability to maintain a positive work atmosphere by acting and communicating in a professional and friendly manner with customers, citizens, co-workers and management.
- Ability to communicate in both written and verbal form.
- Ability to communicate and convey information regarding policies and processes to others in both written and verbal form.
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MATHEMATICAL SKILLS

- Ability to perform basic mathematical calculations.
- Ability to read, understand and interpret financial reports and related materials.

REASONING ABILITY

- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.

- Ability to use good judgment and effectively solve problems.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical Environment:

- The duties of this job include physical activities such as stooping, kneeling, standing, reaching, walking, lifting and/or move (up to 20 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

Work Environment:

- Works primarily in an office setting.
- Due to the volume, scope, size of staff and nature of public service this office provides, full-time regular attendance is essential.

APPROVALS

Supervisor Date Department Head Date

Human Resources Director Date

EMPLOYEE REVIEW: I have read the above, and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I have been given a copy of this description.

Incumbent's Signature Date Incumbent's name printed