

# **LEAVENWORTH COUNTY JOB OPENING**

## **VACANCY #26-3-1**

**Posted 3/3/2026**

**POSITION:** Legal Secretary – County Attorney’s Office, Leavenworth, Kansas

**SALARY:** \$19.28-\$20.06 (Full Time – Benefits Eligible)

**County Employees Only:** May apply at the Human Resources Department, 1<sup>st</sup> Floor Suite 104, County Courthouse.

**General Public:** May apply at the Leavenworth Workforce Center, 1901 Spruce Street, Leavenworth, Kansas or EMAIL applications to [hr@leavenworthcounty.gov](mailto:hr@leavenworthcounty.gov) or fax the application to (913) 684-1028. Application may be found on the Leavenworth County website at [www.leavenworthcounty.gov](http://www.leavenworthcounty.gov) under Human Resources>Job Openings.

***This position closes when filled.***

### **LEAVENWORTH COUNTY JOB DESCRIPTION**

TITLE: Legal Secretary I

DEPARTMENT: County Attorney’s Office

PAY LEVEL: Level C

EXEMPT/NON-EXEMPT: N

LOCATION: Leavenworth County Justice Center

SUPERVISOR: Lori Filbert and Todd Thompson

SUPERVISES: N/A

**PERCENTAGE OF TIME**

**ACCOUNTABILITIES**

40%	<p><b>Filing new cases with the Court</b> which includes but is not limited to: reviewing party details to ensure party information is correct, researching and correcting any incorrect party information, reviewing petitions and affidavits to ensure they are ready to be filed with the Court, setting first appearances, preparing summonses, uploading charging documents to eFlex for e-filing, monitoring for documents to actually be e-filed, setting up digital case files and mailing summonses, preparing and uploaded returns of service to eFlex.</p>
40%	<p><b>Preparing documents and getting them filed with the Court</b> which includes but is not limited to: notices to appear, summonses, amended petitions, motions, motion journal entries, plea journal entries, misdemeanor sentencing journal entries, first appearance journal entries, adjudication and disposition journal entries, publications, publication affidavits, truancy petitions, secure care applications, permanency journal entries, and other documents as required.</p> <p><b>Obtain signatures</b> of prosecutors, defense attorneys and judges on documents and get the</p>

	document filed with the Court.
20%	<p><b>Email dockets to prosecutors.</b></p> <p><b>Processing, scanning and/or distributing incoming correspondence</b> which includes but is not limited to: court reports, Motions for Revocation of Informal Supervision, Orders Extending Informal Supervision, motions and correspondence from defendants and defense attorneys.</p> <p><b>Medical Record Subpoenas</b> prepared as requested by prosecutors.</p> <p><b>Fill in at front reception area while receptionist is at lunch</b> which includes but is not limited to: answering the main phone line, helping people at the front counter and taking the mail to the Clerk's office.</p> <p><b>Other duties as assigned.</b></p>

**SCOPE**

This position assists prosecutors with the filing of criminal cases, prepares subsequent documents and other duties as assigned for Monday's criminal domestic violence docket, Wednesday's criminal docket and Friday's criminal docket

**KNOWLEDGE AND SKILLS:**

1. Knowledge of criminal procedures from initial prosecution through final dispositions.
2. Knowledge of law enforcement investigative procedures.
3. Ability to deal with the public.
4. Ability to work with and manage materials in a confidential manner.
5. Ability to organize workload to efficiently prioritize/meet multiple demands and deadlines.
6. Ability to work cooperatively with coworkers as a team player.
7. Ability to work independently on a variety of assignments.
8. Ability to understand and follow complex oral and written instructions, adhere to schedules and perform work assignments.
9. Ability to establish and maintain effective working relationships with department personnel, attorneys, law enforcement personnel, experts and the general public.
10. Ability to effectively communicate both orally and in writing.
11. Ability to become a notary public.

**ILLUSTRATIVE TASKS** (This is not an inclusive list, other tasks/duties may be assigned.)

1. Assist attorney staff with case filing their criminal cases.
2. Prepare all documentation on those criminal cases to include, journal entries, motions, summons, warrants, notices to appear etc.
3. Provide documentation for defense attorney's signatures.
4. Process all documentation for e-filing in the e-flex system
5. Perform other duties as assigned or apparent.

**ENVIRONMENTAL DEMANDS**

Work is performed in a modern, smoke-free, office setting.

**MINIMUM QUALIFICATIONS**

Three years of work experience in an office setting.

**DESIRABLE QUALIFICATIONS:**

- 1. Direct experience working with the law or in a law office.

**ADA/PHYSICAL DEMANDS**

- 1. Vision Adequate to use personal computer, filing, completion of reports, forms, and correspondence.
- 2. Hearing Adequate for normal conversation with employees or applicants and the general public.
- 3. Speech Must be able to speak and understand English language clearly to provide detailed information by telephone and in person.
- 4. Standing 10% of the time – when performing filing tasks and when operating various office machines.
- 5. Walking 10% of the time – when delivering or retrieving information, files, etc., from within the office or from other departments.
- 6. Sitting 80% of the time – when completing administrative, personal computer, and telephone work assignments.
- 7. Lifting/Carrying 25 pounds – lifting files, office supplies, and reports.
- 8. Pushing/Pulling 30 pounds – moving files, boxes, office supplies, and reports; and when opening and closing file cabinet drawers and doors.
- 9. Climbing/Balancing Required when negotiating stairs, or retrieving files or supplies from overhead or from the floor.
- 10. Stooping/Kneeling Required when retrieving or filing from lower drawers or when retrieving items, office supplies, etc. from the floor.
- 11. Reaching/Handling Required on most tasks.

I have read the job description and understand the content.

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Signature

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Date

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Leavenworth County is an Equal Opportunity Employer

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