

JOB DESCRIPTION: **DEPARTMENT-LEGAL SECRETARY**

DATE: 07/01/2012

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Community Justice	CLASSIFICATION:	006-011
SUPERVISOR:	Juvenile Division Supervisor	SALARY RANGE:	22/24 (.5/.5)
UNION (Y/N):	Yes	LOCAL:	AFSCME Local 1442

GENERAL STATEMENT OF DUTIES: Perform advanced secretarial/clerical and administrative support to the department, including answering telephone and greeting public, providing requested information, typing, scheduling meetings/appointments, issuing receipts and maintaining records involving the operation of the department. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Coordinate and schedule all juvenile hearings with legal community, state and county agencies, and judiciary.

Prepare pleadings and legal documents including summons, stipulations, affidavits, search warrants, subpoenas, indictments, sentencing orders, petitions and dismissal orders, under the direction of a Judge, Deputy District Attorney or Probation Officer.

Enter intake data into information system. Coordinate upgrades and provide information from data system to the state.

Collect reports from police and other agencies and prepare for distribution as appropriate.

Prepare all juvenile files and legal documents for department counselors, district attorneys and juvenile court judge, including motions, orders, subpoenas, warrants and court reports.

Prepare court and legal files for juvenile court hearings.

Prepare annual report of departmental activities and statistics, when assigned.

Type and edit correspondence, memos, reports for department, including court documents. Transmit reports as necessary through JDIS system.

Receive and record fees for department. Prepare and distribute bills for supervision fees.

When assigned, maintain accurate time records for department employees, including volunteers and seasonal employees. Prepare necessary payroll records for transmittal to Accounting.

Answer telephones, greet visitors and offenders and direct inquiries to appropriate area. Prepare and deliver mail, claims and receipts to appropriate departments. Pick up mail or other documents to return to department.

Act as notary public as necessary.

Maintain accurate and extensive filing system relating to department activities

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Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not normally a responsibility assigned to this position, except training and general schedule coordination with lower classification clerical staff.

SUPERVISION RECEIVED: Work under the general supervision of the Juvenile Director who assigns and reviews work for conformance with established policies and procedures.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school graduate or equivalent plus additional secretarial training. Two years secretarial experience. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be accepted.

SPECIAL LICENSES, CERTIFICATIONS, ETC.: Possession of or the ability to obtain notary public certification within three months of hire.

KNOWLEDGE, SKILL AND ABILITY: Advanced knowledge of office practices and procedures, business English, grammar and spelling, arithmetic, record keeping procedures and bookkeeping principles and practices. Strong familiarity with the use of computers and business software such as word processing and spreadsheets.

Ability to maintain the confidentiality of issues encountered. Ability to remain calm and use good judgement during confrontational or high-pressure situations. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment. Daily contact with juvenile offenders. Exposed to hazards and risks which accompany exposure to offenders under supervision.