WASHINGTON COUNTY
Class Description and Specifications

Class Title:	Legal Secretary I	Class Code:	150
Division:	Prosecution	Effective Date:	10/95
Department:	County Attorney	Last Revised:	10/05

GENERAL PURPOSE

Performs a variety of legal secretarial duties requiring exercise of independent judgment.

SUPERVISION RECEIVED

Works under the general supervision of the Office Administrator and/or Deputy County Attorney(s).

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS (Any one position may not include all of the duties listed, and listed examples do not include all the duties which may be found in positions of this class).

Performs general clerical and secretarial duties, such as typing, word processing, filing, dictation, scheduling appointments, answering telephone, copying, etc.

Types and prepares a variety of legal correspondence, documents and reports, including informations, summonses, subpoenas, search and/or arrest warrants, judgments, commitments, motions and orders, etc., requiring judgment as to accuracy and completeness; follows paperwork and cases through to completion.

Answers telephone; assists individuals entering the office; responds to procedural questions.

Contacts law enforcement agencies, court personnel, witnesses, victims, attorneys, etc.

Proofreads incoming reports/complaints for completeness, including type of offense and severity of crime, and assures all necessary reports and background information are assembled for the assigned attorney; opens and maintains case files.

Organizes and assembles court calendars; schedules items on court calendar.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

   A. Graduation from high school and one (1) year of college level course work in secretarial training,

   AND

   B. (1) year of progressively responsible experience as a legal secretary, or in some other comparable position providing exposure to legal terminology, methods, and procedures;

   OR

   C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

   Knowledge of modern office practices and procedures; grammar, punctuation, spelling, etc; legal terminology and procedures as required by this position; personal computer and various software applications for word processing, data base management and desktop publications.

3. Special Qualifications:

   Skill in typing at least 40 words per minute; transcribing dictation as required; operating modern office equipment, including, but not limited to, a multi-line telephone, fax machine, and computer equipment and applicable software.

   This position may require the driving of a motor vehicle; skill in safely operating a motor vehicle; knowledge of Utah motor vehicle rules and regulations; and successful completion of the defensive driving course. Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

   Must maintain a valid Utah driver's license.

Ability to exercise initiative and sound judgment and to react resourcefully under varying conditions; maintain accurate records and strict confidentiality of information and records; follow written and oral instructions; communicate effectively both orally and in writing; establish and maintain effective working relationships with supervisors, co-workers, other agencies and the general public.

4. Work Environment;

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving.