TITLE:	**Legal Secretary**	**JOB CODE:**	1323
PREPARED:	6/30/03	**FLSA:**	Non-Exempt
UPDATED:		**REVISION #:**	

Summary: Under general supervision, provides a wide range of complex secretarial and clerical staff support to the County's Office of the District Attorney and Juvenile Probation Office. Work responsibilities may extend to providing staff support to other legal entities.

Distinguishing Characteristics: This designation is distinguished from the Legal Secretary Trainee by a greater degree of operational freedom and a broader range of work activities.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Prepares a variety of legal documents, including criminal complaints, arrest warrants, summons, motions, appeals, Governor warrants, extraditions, oppositions, judgements of conviction, probation reinstatements, probation revocation orders, orders of temporary commitment, motions to produce, jury instructions, writs of habeas corpus, stipulations and appeal briefs.
- Calendars all notices of hearing schedules; subpoenas witnesses; contacts witnesses and schedules pre-trial conferences; prepares all court documents; enters procedures into case management; sets up Jury Board with the names of witnesses to testify; prepares jury instructions.
- Provides staff support to the Juvenile Probation Department; creates and maintains court calendars for the 3rd District Court and Juvenile Court Master.
- Serves as the Court Clerk by recording Juvenile Court Master proceedings and preparing court orders; submits court orders for Judge's signature and filing for the appropriate court.
- Opens case files; creates cards, index of court documents, correspondence and police reports; files documents with the court and forwards copies to the defense attorney; reviews cases and prioritizes staff attorney's court cases and appearances, appointments and workload; review court cases for compliance with court rules and court settings; documents all procedures and events in case management program.
- Logs notices of hearings, pre-trial conferences and interviews into the court calendar program; records entries regarding each setting into the case management program.
- Opens new cases by entering all information into the case management program; prepares indexes, case cards and case control sheets for the staff Attorney's notes; calculates restitutions and verifies amounts due.
- Screens all incoming calls and visitors for the staff Attorney; schedules appointments for pre-trial conferences; responds to requests for information or assistance from victims, law enforcement agencies, court personnel, defense attorneys and the general public.
- Responds to emergency calls to issue arrest warrants or criminal complaints as needed.
- Receives cross-training for each staff support position within the Office of the District Attorney.

- Provides support to the Supervising Legal Secretary by preparing reports and processing payroll, accounts payable/receivable and making bank deposits.
- Performs related work as required.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of modern practices and procedures of a legal office.
- Knowledge of legal terminology, documents and forms.
- Knowledge of the criminal justice system and civil legal processes.
- Knowledge of filing procedures with all levels of the court system.
- Knowledge of the laws and rules of ethics regarding confidentiality and information security.
- Knowledge of business English, grammar, spelling and punctuation.
- Knowledge of the principles and practices of bookkeeping and record keeping.
- Skill in performing research.
- Skill in interpreting laws and regulations.
- Skill in working under pressure within strict timelines.
- Skill in written and oral communications.
- Skill in operating a personal computer and software applications.
- Skill in establishing and maintaining effective working relationships with Attorney staff, law enforcement and court personnel, clients, outside attorneys and the general public.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

Education, Experience, Certifications and Licenses:

- High School diploma or equivalent GED certificate.
- Three years of staff support experience in a legal office environment.
- Notary Public.
- Possession of a valid State of Nevada Driver's License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting objects up to 25 pounds.

Equipment and Tools Utilized:

- Special Equipment includes computerized and conventional office equipment, calculator, video and audio equipment, laminator and a motorized vehicle.