

COUNTY OF OXFORD

Job Description

TITLE: Legal Secretary

DEPARTMENT: District Attorney

DIVISION: Court District Criminal Court

FLSA: ___ Exempt

X Non-Exempt

APPROVED DATE: March 28, 2012

REVISED DATE: June 21, 2016

APPROVED BY: County Commissioners

JOB PURPOSE: Provide administrative support for the processing of cases within the District Attorney's Office with a goal of ensuring accurate case management and criminal prosecution.

GENERAL EXPECTATIONS:

- be committed to the mission of the County
- work as a member of a team in the performance of duties
- be punctual for scheduled work, attend work regularly, and use time appropriately
- work in harmonious relationships with all county staff and community
- perform duties in a conscientious, cooperative manner
- perform required amount of work in a timely fashion with a minimum of errors
- be neat and maintain a professional appearance
- understand and work within Oxford County Government Policies and Procedures
- work collaboratively as a member of a team with various groups of staff depending on the issue addressed
- accept shared responsibility with other team members to successfully accomplish goal of each team which he or she is a member
- assure quality in work performed in order to facilitate the delivery of quality services
- maintain confidence and protect County by keeping information concerning clients and County operations confidential
- take direction in a professional manner from the District Attorneys and designees

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KEY EXPECTED RESULTS:

1. Complies with the policies of the County and the District Attorney's office.
2. Provides clerical support services necessary for the function of the District Attorney's office.
3. Communicates with the Courts, as necessary, for the management of cases.
4. Works with law enforcement agencies and courts to ensure court documents are filed in a timely manner.
5. Coordinates the extradition and rendition of fugitives and detainees of out of state prisoners with foreign jurisdictions.
6. Maintains accurate data base records for assigned cases.
7. Generates and processes all documents necessary for the prosecution of adult and juvenile cases.
8. Prepares discovery in all criminal cases in accordance with the office discovery policy.
9. Handles work in a confidential and sensitive manner when dealing with defendants, victims, and cases.
10. Maintains all necessary certifications required for the performance of all required duties.
11. Maintains professional and technical knowledge by attending educational workshops; establishing personal networks; participating in professional societies.
12. Contributes to the team effort by accomplishing related results as needed by having knowledge of and consistently applying facility rules and procedures, coordinates activities with co-workers, supports the authority of staff members and regularly and effectively communicates with supervisors, other administrators, and elected officials. Attends work regularly.
13. Supports the County's safety and health policies by attending required safety training programs; reports all accidents and suspected safety hazards to supervisor.
14. Fulfills job function by participating as an active member in training, participating on county task forces and performing other responsibilities as assigned.
15. Performs other duties as requested by the District Attorney and his/her designee.

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PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by the incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for extended period of time, talk, hear, bend, traverse stairs, and reach overhead. The employee is occasionally required to stand, walk and use hands to finger a standard computer keyboard, push & carry objects, use a computer, mouse, typewriter, telephone, copier, and other standard office equipment.

The employee must occasionally lift and/or move up to twenty five (25) pounds. Specific vision abilities required by the job include close vision, distance vision, distinguish between colors, shapes and sounds, and the ability to adjust focus.

WORK ENVIRONMENT:

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

Usual office conditions are present. Noise level is usually quiet.

REQUIREMENTS AND SKILLS NEEDED FOR POSITION:

- High School graduate or equivalent required.
- Post-secondary training or degree in the legal or business field desirable.
- Proficient in the use of a computer and Microsoft Software (MS Word preferred).
- Proficient use of all standard office equipment.
- Knowledge of criminal procedures desirable.

EXPERIENCE:

- two (2) years of related work_experience

REPORTS TO:

District Attorney/designee
Assistant District Attorneys/designee

EVALUATES:

None

SUPERVISES:

None

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The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.