

**JOB TITLE**

Legal Secretary

**DEPARTMENT**

States Attorney's Office

**REPORTS TO**

States Attorney

**CLASSIFICATION**

Nonexempt, Bargaining Unit International Association of Machinists and Aerospace Workers, AFL-CIO

**DATE PREPARED**

September 2018

**POSITION TYPE, HOURLY RATE AND EXPECTED HOURS OF WORK**

Full-time; \$12.55 per hour; Monday through Friday, 8:00 a.m. to 5:00 p.m.

**SUMMARY**

Provides clerical assistance in the States Attorney's Office.

**ESSENTIAL FUNCTIONS**

Essential duties and responsibilities include the following. Other duties may be assigned.

- Answers telephone and provides information to County staff and general public.
- Greets visitors and directs them to proper offices or courtroom.
- Performs a variety of clerical duties such as filing, faxing, copying, and typing.
- Schedules appointments and may obtain pertinent information to individual cases with a subpoenaed witness, victims, law enforcement personnel and other parties.
- Composes routine correspondence.
- Handles confidential matters daily relating to all cases of the States Attorney's office.

**SUPERVISORY RESPONSIBILITY**

This position has no supervisory responsibilities.

**SKILLS AND ABILITIES**

Ability to read and comprehend simple instructions, correspondence, and memos. Ability to write correspondence. Ability to effectively present information to the general public, co-workers and other employees of the County. Requires good knowledge of the English language and spelling. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

**REQUIRED EDUCATION AND EXPERIENCE**

High school diploma or general education degree (GED). Prefer two years of administrative experience

## **JOB DESCRIPTION**

with the ability to prioritize assignments and organize work efficiently. Must be proficient in Microsoft Office products. Minimum typing speed of 40 WPM.

### **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. While performing the duties of this job, the employee is regularly required to sit and stand. The employee frequently is required to use hands to finger, handle, or feel; and talk; or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Open office environment. The noise level in the work environment is moderate.

### **EEO STATEMENT**

Adams County is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

### **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.