

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUE</u>
LEGAL SECRETARY	SALARY \$12.86HR	02-13-2015

FULL TIME WITH BENEFITS *Applicants should have excellent phone skills, submit proof of 40+ wpm typing skill and be able to multi-task and organize.*

JOB SUMMARY Under general supervision of the County Attorney's Office Manager, performs technical secretarial duties in the preparation of court cases requiring considerable exercise of independent judgment.

MAJOR DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.) Composes and types a variety of legal correspondence, documents and reports including information, summons, subpoenas, search warrants, investigative subpoenas, etc., requiring independence of judgment as to accuracy and completeness; follows paperwork and cases through to completion. Takes and transcribes dictation; docket cases and prepares case files; organizes and assembles court calendars assuring all necessary documents for cases are prepared; alerts attorney to problems with calendared cases; schedules items on court calendars. Proofreads incoming questionnaires for completeness including type of offense and severity of crime, completeness of facts; runs criminal history checks on BCI computer and researches and obtains necessary background information prior to referral to the screening attorney. Transcribes interviews and investigative reports of a confidential and sensitive nature. Assists coordinator of Drug Diversion program, including interviewing defendants, preparing court documents and updating data base. Answers telephones; determines callers' needs and directs calls to the proper individual or office for assistance; responds to technical and procedural questions. Reviews and makes correct determinations regarding the handling of incoming mail. Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations. Performs related duties as assigned.

MINIMUM QUALIFICATIONS High school graduation or equivalent and one (1) year of college level course work in secretarial training. AND Three (3) years of progressively responsible experience as a legal secretary, two (2) years of which must be as a Legal Secretary I in a prosecution or County Attorney's Office OR Any equivalent combination of education and experience.

Thorough knowledge of modern office practices and procedures, grammar, spelling and punctuation. Working knowledge of legal terminology and procedures, the organization and jurisdictional requirements of the Utah court system, property formation of court documents in Weber County, protocol for filing such documents and obtaining the appropriate signatures, steps for investigation and filing of criminal charges. Must have the ability/common sense to know when to advise the public on legal matters and how to direct them to the appropriate agency. Knowledge of the Bureau of Criminal Identification and their systems also helpful. Skill in typing at 60 wpm (net), operating modern office equipment including (but not limited to) a multi-line telephone and fax machine, operating computer equipment and applicable software; skill in taking and transcribing shorthand is desired. This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations. Ability to exercise initiative and sound judgment and react resourcefully under varying conditions, maintain accurate records and strict confidentiality of information and records, follow written and oral instructions, communicate effectively (orally and in writing), establish and maintain effective working relationships with supervisors, other employees, witnesses, victims, police agencies, and the general public.

SPECIAL QUALIFICATION Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code. Must possess a valid Utah driver's license.

TOOLS AND EQUIPMENT USED Multi-line telephone and fax machine, operating computer equipment and applicable software; copy machine; fax machine.

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. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

POSITION CLOSES: FEBRUARY 27, 2015

APPLICATION MUST BE SUBMITTED TO:

Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - DRUG & BACKGROUND TESTING REQUIRED