

## SEWARD COUNTY

### JOB DESCRIPTION

<b>Position:</b>	<b>Legal Secretary II</b>
<b>Last Revised:</b>	<b>06/2024</b>
<b>Job Status:</b>	<b>Non-exempt; Full-time</b>
<b>Reports to:</b>	<b>County Attorney or Chief/Deputy County Attorney, Chief Legal Assistant and Operations Manager</b>
<b>Supervisory Responsibilities:</b>	<b>No supervisory responsibilities</b>

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#### I. GENERAL FUNCTIONS

This is responsible legal secretarial and clerical work of routine difficulty.

Work involves responsibility for performing complex legal clerical and secretarial work which requires previous knowledge of general legal terminology and an ability to prepare legal documents following accepted formats and constructions. Work involves the ability to interview witnesses, and other professionals and scheduling appointments.

Due to the need for advance knowledge of established rules, regulations, methods and procedures, an employee in this class exercises independent judgment in the performance of their duties. An employee in this position has considerable independence of action in the disposition of routine work matters. General supervision is provided by an attorney or administrative superior with work reviewed in the form of accuracy, compliance with departmental policies and results achieved.

This class is distinguished from lower classes by reason of the complexity of assignments.

#### II. ESSENTIAL DUTIES & RESPONSIBILITIES

- Analyzes case data to determine the need for legal action
- Draft/type correspondence, memoranda, legal proceedings and other written material per direction
- Verify documents and reports for completeness and accuracy
- Establish and maintain a complete filing and records system
- Update, enter and retrieve information from a computer terminal

- Maintain computer word processing, calendar and database; manage file tracking system
- File legal documents and correspondence; locate and retrieve requested materials and information from files
- Interview witnesses for possible court action; subpoena witnesses as directed
- Schedule required client appointments; maintain client confidentiality through adherence to departmental policies and procedures.
- Research legal descriptions and collect information concerning litigation for review of attorney
- Coordinate and schedule attorney schedule with hearing dates and court calendar
- Answers and screen telephone calls from the public, attorneys, and clients; determine nature of all, provide general information concerning legal processes and case proceedings; takes messages and communicates message to the appropriate attorney
- Responsible for receiving, reviewing, documenting and follow-up on mail; respond to request/inquires; responsible for out-going mail
- All duties may include those listed in legal Secretary/Paralegal I

### **III. OTHER NON-ESSENTIAL DUTIES**

- Greet visitors and direct to appropriate location or individual
- Other duties as assigned

### **IV. REQUIRED KNOWLEDGE, SKILLS, ABILITIES**

- Considerable knowledge of modern law office practices, methods, and procedures
- Considerable knowledge of legal terminology, spelling, punctuation and grammar, as well as of various legal forms, documents and pleadings
- Knowledge of the scope of the various courts and their respective rules
- Ability to conduct legal research and synthesize resultant information
- Ability to create, prepare and maintain complex legal records and files including computer word processing, calendar and database files
- Ability to establish and maintain effective working relationships with co-workers, attorneys, and the general public.
- Ability to understand and follow complex oral and written instructions
- Ability to communicate effectively both orally and in writing
- Ability to provide careful attention to detail and produce accurate work

### **V. MINIMUM QUALIFICATIONS**

- Must be 19 years of age or older
- Must be able to legally perform work in the United States
- Must have a high school diploma or GED
- Experience performing legal clerical and secretarial duties for a practicing attorney or in a related legal office capacity

- Maintain computer Word processing, calendar, and database files
- Maintain records/demographics accurately
- Communicates with supervisor, employees, or other departments, county officials, law enforcement personnel, judges, court officials, family members, attorneys, therapists, the public, outside agencies, and other individuals as needed regarding the participants' activities or to coordinate work activities, review status of work, exchange information to resolves problems.
- Distribute incoming mail
- Fax and receive/disburse faxes
- Greet and directs visitors

**IV. WORKING CONDITIONS & PHYSICAL EFFORT**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

**VIII. OTHER**

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.

<b>Employee Acknowledgment of Job Description</b>	
<p>This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the County's Personnel Manual is a contract for employment.</p>	
<p>_____</p> <p>Employee Signature</p>	<p>_____</p> <p>Date</p>
<p>_____</p> <p>HR Director/ Supervisor Signature</p>	<p>_____</p> <p>Date</p>