

SEWARD COUNTY

JOB DESCRIPTION

Position: Legal Secretary III

Last Revised: 11/2024

Job Status: Non-exempt; Full-time

Reports to: County Attorney/Chief Deputy County Attorney
Operations Manager

Supervisory Responsibilities: May Include Supervisory Responsibilities of Subordinate Staff

I. GENERAL FUNCTIONS

This is highly responsible legal secretarial/paralegal and clerical work of considerable and high level of difficulty.

Work involves performing a wide variety of complex legal clerical and secretarial work with limited direction. Work includes composing legal correspondence, preparing legal documents following accepted formats and construction, preparing reports, scheduling appointments, receiving and responding to complaints, explaining legal procedures and proceedings to clients and maintaining complex records.

An employee in this position has a high level of independence of action and is expected to perform work without specific direction. Assignments are received in the form of generalized instructions with work being reviewed by an attorney in the form of accuracy, compliance with departmental policies and results achieved. Supervision may be exercised over subordinate legal secretaries, clerical, same level or lower level staff.

Requires substantial previous knowledge of legal terminology. Work involves the ability to interview witnesses and to gather needed information for the attorney, schedule required client appointments, subpoena witnesses as directed and conduct research on previous litigation for attorney review.

General supervision is provided by an attorney. This position has the ability when needed to perform all work listed in the lower levels but is distinguished from lower levels by reason of the higher complexity of assignments and independence.

II. ESSENTIAL DUTIES & RESPONSIBILITIES

- Draft/type correspondence, memoranda, legal pleadings, briefs and other written material; verify documents and reports for complexness and accuracy; update court schedules; enter data from legal files and client records into computer database.
- Respond to complaints; coordinate attorney schedules; notify supervisor of deadlines and scheduled obligations.
- Research legal descriptions and routine correspondence and prepare summary for attorney review; explain and answer questions from clients and the general public concerning general legal procedures and proceedings.
- Prepare Discovery materials and coordinate distribution with outside attorneys; work with opposing counsel in complying with requests.
- Coordinate meetings with law enforcement and evaluate case for follow up.
- Trial preparations including: Interview/schedule witnesses, subpoena witnesses as directed; maintain confidentiality; prepare trial notebook, compile exhibits.
- Establish and maintain a complete filing and records system including varied data of a legal and non-legal nature; complete special projects as assigned by superior.
- May be asked to plan, assign and review the work of subordinate clerical employees. May supervise the work of staff of the same position level and lower position levels.
- All duties may include those listed in legal Secretary/Paralegal II

III. OTHER NON-ESSENTIAL DUTIES

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

IV. REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- Thorough knowledge of modern law office practices, methods and procedures.
- Proven ability to keep confidence and maintain confidentiality.
- Thorough knowledge of maintaining complex legal records and preparing reports from statistical and accounting sources.
- 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 efficiently prioritize work assignments and complete assignments within the designated time deadlines.
- Ability to plan, supervise and evaluate the work of subordinate staff.
- Ability to conduct legal research and synthesize resultant information.
- Ability to structure and maintain complex legal and clerical records and files including computer word processing, calendar and database files.
- Ability to establish and maintain effective working relationships with co-workers, attorneys, other county offices, and the general public.

- Ability to communicate effectively both orally and in writing.

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

VI. 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.

VII. 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.

Employee Acknowledgment of Job Description

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.

Employee Signature

Date

HR Director/ Supervisor Signature

Date