

LEGAL OFFICE MANAGER

Lincoln County

Legal Department

POSITION SUMMARY

Under the supervision of the County Attorney, the Legal Secretary position requires performance of difficult and varied legal secretarial duties. The main duties of this position are to assist the County Attorney in the preparation of legal documents, court papers, correspondence, greet visitors and answer the telephone to facilitate the smooth operation of the office. This employee must exercise considerable independent judgment based on knowledge gained through experience in the performance of specialized duties. Information handled in this office is of a confidential nature.

ESSENTIAL FUNCTIONS

- Prepares criminal complaints and affidavits.
- Prepares journal entries and related court orders.
- Performing general clerical duties including typing, filing legal documents, forms, letters, invoices, reports and records.
- Serves as Victim/Witness Program assistant coordinator.
- Responsible for meeting all requirement of the Victims Rights Act.
- Processes all in-sufficient fund checks and initiates prosecution.
- Serves as the departmental receptionist.
- Screens citizens requesting legal assistance.
- Prepares diversion packets and responsible for tracking compliance.
- Prepares juvenile complaints and affidavits.
- Prepare all tax sale documents, research compliance issues, co-ordinate with title requirement company, treasurer, field phone calls and inquiries regarding the sale.
- Coordinate with law enforcement, various agencies, judge and attorneys to initiate child in need of care and care and treatment matters, schedule hearings and meet form compliance requirements with proper notices.
- Prepare and submit final disposition reports to KBI.

- Supervise "unsupervised" probation cases on low level misdemeanor and traffic cases to include initiating income withholding orders and random drug/alcohol testing.
- Manage reports, documentation, criminal history and discusses cases with sheriff's dept. to determine necessary documentation and information to prepare complaints.
- Manage the court docket to advise the necessary agencies of hearing dates and coordinating appearances of prisoners.
- Manage, update and maintain the prosecutor's electronic case system.
- Review sheriff's dept. reports and recommends charges to be filed to prosecutor.
- Compile, manage and send discovery documentation to defense counsel.
- Prepare documents, review criminal history for regarding requests for expungement.
- Prepare and submit warrants and summons to appropriate agencies and upload the returns of service.
- Schedules appointments and case hearings.
- Files documents with the Court.
- Sorts mail and performs correspondence duties.
- Orders necessary supplies.

POSITION REQUIREMENTS

Experience: One to three years of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after three months in the position.

Education: High school diploma or GED.

Technical Skills: A thorough knowledge of computers, legal documents, hardware and software applications and a working knowledge of mathematics is required. This employee must be able to efficiently operate computers, printers, typewriters, photocopiers, telephones, and other office equipment. The ability to read and interpret legal documents, manuals, reports and written instructions, and strong organizational, communications and public relation skills are required for this employee.

Problem Solving: Problem solving exists in this position. Problems involve scheduling work assignments, coordinating County Attorney's calendar, and citizen complaints.

Decision Making: Decision making is a factor in this position.

This employee makes decisions about prioritizing work assignments and performing daily duties in the most efficient manner.

Financial Accountability: Employee is responsible for funds collected through the office and has limited authority to purchase necessary equipment and supplies. The employee does not have budgetary control of the Department and does not participate in the annual Department budget process.

Supervision: Supervision is provided by the County Attorney, and this employee has no supervisory responsibility over subordinate personnel.

Personal Relations: Daily contact with the general public, co-workers, supervisory personnel, and other County Department Heads is expected. Must be able to communicate in a positive and courteous manner with the public.

Working Conditions: No adverse working conditions exist in this position. Working in an office setting with a computer is the primary aspect of this position.

Essential Physical Functions: Limited physical activity is required to perform the daily duties of this position. This employee may be required to move and lift heavy boxes weighing up to 50 lbs on an occasional basis.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

This job description is an accurate reflection of the position of County Attorney Secretary. I hereby acknowledge that I have received and reviewed this job description.

Employee's Signature

Date