

JOB TITLE: LEGAL SECRETARY II
DEPARTMENT: PUBLIC DEFENDER'S OFFICE
SUPERVISOR: PUBLIC DEFENDER
SALARY RANGE: B15
Revised Date: April 2016

Job Scope

Position Summary: The primary purpose of this position is to assist the Public Defender and the Deputies in all phases of criminal defense including researching, preparing and executing all documents to the completion of each case. This is an administrative support position that assists and supports the Public Defender's office in its representation of indigent clients in Bonner County.

Other Information: Work involves a wide diversity of work situations where regular independent judgment is required to determine practices and procedures within clearly defined parameters. Works independently with limited supervision under the direction of the Public Defender. Communicates regularly with others inside the department, throughout the department, and occasionally with others outside the organization. Work has substantial impact on operations of the Public Defender's Office. Work is typically performed in an office environment with significant ongoing stress due to deadlines and case type. Does not typically involve travel outside local area.

Essential Functions

The essential functions include, but are not limited to, the following duties and responsibilities that are not listed in any particular order of priority and may be amended or added to by the County at any time.

1. Prepares files for various cases to include Misdemeanors, Felonies, Child Protective Actions which can include criminal and civil discovery requests and responses, motions, notices, affidavits, subpoenas, etc.
2. Assists the Public Defender in the coordination and compilation of information ensuring that the Public Defender or assigned attorney have all the information that is needed in advance for the following week's schedule.
3. Coordinates and calendars hearings and appointments for the Public Defender or the assigned attorney. Schedules hearings, appointments, exams and other criminal and civil pre-trial and post-trial matters.
4. Maintains communication with Judges, Court, and County personnel.
5. Answers, screens, and routes telephone calls that may entail solving questions from the public, courts, and clients.

6. Responds to requests from attorney or uses own initiative to compile all necessary paperwork from courts, prosecutor, investigator, etc. in preparation for trial.
7. Prepares jury instructions, trial notebooks, and other information in preparation for trial.

Secondary Functions

1. Provides Notary Public services as requested.
2. Assists other employees as needed in performing work related to a wide variety of caseloads.
3. Performs all other duties as assigned.

Job Specifications and Requirements

1. Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. High school diploma required and additional post-high school training in legal assistance required.
2. Minimum two years' experience in same or related field.
3. Proficient knowledge of the Idaho court system preferred at the time of hire.
4. A working knowledge of Microsoft Office and other basic software as used in the course of this position.
5. Ability to accurately and proficiently type at or above 50 wpm using standard keyboards and personal computers.
6. Proficient knowledge of legal terminology in pleading and document formats.
7. Proficient grammar skills as used in the composing and proofreading of documents, memos, and other correspondence.
8. Ability to follow directions, work in an effective and professional manner, and develop effective working relationships with co-workers, supervisor, and general public.
9. Ability to operate basic office equipment.
10. Must possess good organizational, telephone, and communication skills.

This job description is not an employment agreement or contract and management reserves the right to modify when necessary. I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: _____ Date: _____