

# Bonner County Job Description



**Title: Legal Secretary III Civil**

**Department: Prosecutor**

**Supervisor: Office Manager/Legal Staff Coordinator**

**Supervision Exercised: None**

**BOCC Approval/Job Description Revision: 10/2020**

<p><b>General Summary</b></p>	<p>The Legal Secretary III is an administrative support position that assists in the successful operation of the Prosecutor’s office. This position is a Legal Secretary to a Deputy Prosecutor as assigned by the elected official; supervises and coordinates support/secretarial staff in the absence of the Legal Assistant/Services Coordinator. Work involves a wide diversity of work situation where regular independent judgment is required to apply standard practices and decision making within clearly defined parameters. Works independently with limited supervision under the general direction of the Prosecutor, deputies, and the Office Manager. Communicates regularly with others inside the department, throughout the department, and frequently with others outside the organization. Work has substantial impact on the operations of the Prosecutor’s office. Work is typically performed in an office environment with recurring intermittent stress due to deadlines. Does not typically involve travel outside the local area.</p> <p>Incumbent performs work that involves a wide variety of work situations that involve a moderate to high degree of complexity. Incumbent typically works under specific and definite directions and well-known procedures while often determining his or her own course of action or approach. Work requires the exercise of initiative, independent judgment and discretion insofar as incumbent applies standards and procedures to variable situations. Incumbent regularly interacts with supervisor while receiving periodic supervision. Communicates with others both inside and outside the organization.</p>
<p><b>Essential Functions</b></p>	<p>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:</p> <ol style="list-style-type: none"> <li>1. Prepares technical criminal and civil legal documents as directed including but not limited to Briefs, Judgments, Criminal and Civil Complaints, Motions, Orders, Notices, Warrants, Summons, Failure to Appear, Petitions, Orders to Show Cause, Probates, and other miscellaneous pleadings as required on all, Civil Lawsuits, Guardianships / Conservatorships, Public Records Requests, Tort Claims, Medical Indigency, Child Protection, Mentally Incapacitated, Fugitive and Asset Forfeiture files. Prepare and process subpoenas.</li> <li>2. Prepares and composes highly confidential correspondence, reports, documents, memos, and other material of an often confidential nature from dictation, instructions, notes or personal knowledge.</li> <li>3. Organizes and maintains the civil deputy prosecutor’s legal review workload/calendar. Attend meetings as necessary and requested.</li> <li>4. Answers, screens and routes telephone calls that may entail solving many questions from the public, law enforcement, and clients.</li> <li>5. Copies and files all necessary files and paperwork related to each case under review.</li> <li>6. Calendars and tracks all court dates, deadlines, appointments, and other dates pertinent to any case concerning which the position provides support to Prosecutor assigned to case.</li> </ol>

	<ol style="list-style-type: none"> <li>7. Responds to requests by attorney or uses own initiative to compile all necessary paperwork from law enforcement, courts other states, other counties, etc. to prepare file for trial.</li> </ol>
<b>Secondary Functions</b>	<ol style="list-style-type: none"> <li>1. Provides Notary Public services as requested.</li> <li>2. Assists other coworkers as needed in performing work related to a wide range of caseloads.</li> <li>3. Performs various case management activities including developing case files for clients, providing written documentation of all contacts and services provided, as well as any follow up information obtained or needed. Develops proper documentation needed in court or throughout the case management process. Provides appropriate copies of documents to victims and officers of the court.</li> <li>4. Connects clients with needed information and resources in the area or within other states as needed.</li> <li>5. Receives, identifies, and calculates restitution information for victims of all crimes.</li> <li>6. Performs all other duties as assigned.</li> </ol>
<b>Specifications</b>	<ol style="list-style-type: none"> <li>1. Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. High school diploma required with additional post-high school training in related field.</li> <li>2. Five years' experience in same or related area.</li> <li>3. Must possess good organizational, telephone, and communication skills.</li> <li>4. Ability to accurately and proficiently type at or about 50 wpm using standard keyboards and personal computers.</li> <li>5. Responsible to meet with attorney staff and secretaries to ensure compliance with Idaho Victims' Rights Statute.</li> <li>6. Knowledge of and ability to use basic computer (PC) functions as needed for report writing, record keeping data entry and related.</li> <li>7. Working knowledge of the Idaho court system.</li> <li>8. Proficient knowledge of secretarial skills in legal terminology in pleading and document formats.</li> <li>9. Proficient grammar skills as used in the composing and proofreading of documents, memos, and other correspondence.</li> <li>10. Ability to follow directions, work in an effective and professional manner and develop effective working relationships with co-workers, supervisor, and general public.</li> <li>11. Will work directly with prosecutors to obtain documents, recordings, records, reports etc....from other jurisdictions as needed for criminal cases.</li> <li>12. Ability to communicate effectively, both orally and in writing.</li> <li>13. Ability to maintain high levels of confidentiality as they pertain to clients or information that they hold that the incumbent may be subject to during the normal course of the job.</li> <li>14. Work with court personnel to ensure victim safety and comfort during criminal proceedings.</li> <li>15. Coordinate with office manager to arrange travel and accommodations for out of town victims and witnesses.</li> <li>16. Ability to work with victims and their families possessing a wide variety of personalities and behaviors.</li> <li>17. Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.</li> </ol>
<b>Working Conditions</b>	<p>Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking, both in person and over the telephone); walking, and repetitive motions. Requires good general vision.</p>
<b>Disclaimer</b>	<p>This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy.</p>

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: \_\_\_\_\_

Please Print Name: \_\_\_\_\_