**JOB DESCRIPTION**

**JOB TITLE:** LEGAL SECRETARY **ORIGIN DATE:** DECEMBER 2024

**REPORTS TO:** CHASE COUNTY ATTORNEY **REVISION DATE:** 12/5/24

**DEPARTMENT:** COUNTY ATTORNEY

**DIVISION:** SECRETARIAL **CLASSIFICATION:** NON-EXEMPT

1. **REASONABLE ACCOMMODATION STATEMENT**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.  Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. **OFFICE GOALS AND OBJECTIVE:** The Chase County Attorney’s Office, will be diligent in the prosecution of those charged with criminal offenses as we consistently seek the truth to attain a just result, ever mindful of our duties to victims and the community. Additionally, the County Attorney will occasionally serve in the role of County Counselor and will attend County Commission meetings and advise County Officials on legal issues.
2. **JOB SUMMARY:** This is a non-exempt position. This position provides legal secretarial support for the County Attorney. Hours are Monday through Friday, 8:00 a.m. to 5:00 p.m, with a lunch break from 12:00 – 1:00 p.m.

*The roles, responsibilities, job functions, knowledge, skills and abilities set forth herein may be revised from time-to-time in order to comply with federal and state laws, departmental needs and the changing requirements for this position.*

1. **SALARY AND BENEFITS:** Starting wage is negotiable between $15.00 - $18.00/hr, based on previous job experience and qualifications. Some benefits provided include health, vision and dental insurance; paid vacation and sick leave and life insurance; for a full list of benefits, please contact the Chase County Clerk’s Office. *Additional wage considerations may be made if applicant is able to communicate proficiently in the Spanish language.*
2. **ESSENTIAL FUNCTIONS:**

The Legal Secretary will work with the County Attorney/County Counselor and staff, to complete entry-level supplemental casework related to criminal, juvenile, traffic, or care and treatment matters.

The position requires highly responsible clerical and assistant duties of a varied nature; and to provide responsive, courteous and efficient service to County residents and the general public.

The employee will work closely with the court system, law enforcement, other agencies and citizens and must possess the ability to interact professionally. Information handled by this employee is of a highly confidential nature. The employee in this position may is expected to use good judgment with regards to confidentiality. This position reports to the County Attorney.

The employe may be required from time to time to attend both required and selected seminars or training programs as directed and perform Notary Pubic duties as requested.

Additional functions to accomplish the above may be as follows:

* 1. Receive and screen calls and callers, respond to their concerns and/or direct them to the proper authority.
  2. Determine priorities, draft correspondence and prepare legal and court documents in a timely fashion.
  3. Monitor case progress from onset to completion.
  4. Route and/or file all documents to the appropriate destination.
  5. Schedule and update calendar for cases and appointments.
  6. Log all incoming reports and discovery from law enforcement agencies and distribute to the appropriate file or authority.
  7. Assist in maintaining digital files of all adult criminal and traffic cases~~.~~
  8. Assist in scheduling and coordinating witness appearance times in court as needed.
  9. Provide court orientation to victims and witnesses as needed.
  10. Assist in arranging transportation for victims and witnesses as needed.
  11. Notify victims and witnesses of court hearings as requested by the Victim/Witness Coordinator and/or attorneys.
  12. Notify witnesses when cases are continued or resolved to avoid unnecessary appearances as needed.
  13. Maintain a positive work atmosphere by acting and communicating in a professional and respectful manner with the public, coworkers, and management.
  14. Work in a pleasant, respectfuland cooperative manner with others.
  15. Maintain composure and avoid aggressive or confrontational behavior, even in very difficult situations.
  16. Show up for work on a regular and predictable basis as scheduled.

1. **QUALIFICATIONS:**
   1. **EXPERIENCE:** Expected to be performing at a competent level after 12 months on the job.
   2. **EDUCATION:** High school diploma, G.E.D. or equivalent required. Two years of post-secondary education or training with emphasis in secretarial, legal process, and data processing courses is preferred.
   3. **KNOWLEDGE:** Must have the ability to receive, interpret and follow verbal and written instructions. Required to read, write and speak English fluently with the ability to speak a foreign language helpful. Must have or acquire knowledge relating to criminal law and procedure.
   4. **SKILLS:** Operate Personal Computer, and copier. Knowledgeable in Microsoft Office software; including Microsoft Windows and Microsoft Office products.
   5. **PROBLEM SOLVING:** Moderate problem solving occurs in this position.
   6. **DECISION MAKING:** Minimum independent decision making exists in this position. Most events are covered by policy and procedures.
   7. **SUPERVISORY:** Adequate supervision is available to this position. There is a requirement to provide indirect supervision to clients.
   8. **FINANCIAL/BUDGETARY:** Moderate, as needed.
   9. **INTERPERSONAL:** Frequent contact with department employees, clients, legal assistants, office administrators, judges, court officials and the public.
   10. **WORKING CONDITIONS:** Very little adverse working conditions exist in this position. May be required on rare occasions to work overtime.
   11. **PHYSICAL REQUIREMENTS:** Requires sufficient visual acuity to be able to read and write and operate equipment common to this position. Requires sufficient hearing level to be able to effectively communicate with people directly or by telephone. Frequently required to lift items weighing up to 10 pounds to a height of 84 inches.
       1. **Employees hired after August 2018:** Chase County/City of Cottonwood Falls (Company) understands that a job analysis is being completed in compliance with the American’s with Disabilities Act (ADA). One of the outcomes of the job analysis is the determination of one or more job specific tests that will either qualify or disqualify the post-offer or post-employment (fit for duty) candidate for the position. For the Classification Series of CHASE COUNTY/CITY OF COTTONWOOD FALLS: OFFICE PERSONNEL: **The Company representative hereby acknowledges the following as valid physical requirements:**
          1. Employee lifts/carries 50 pounds occasionally (less than 33% of the time or 1-100 times per day).
          2. Employee lifts/carries 25 pounds frequently (34%-66% of the time or 100-500 times per day).
          3. Employee lifts/carries 10 pounds constantly (67%-100% of the time or over 500 times per day).
          4. Employee’s position requires pushing a maximum force of 5 pounds.
          5. Employee’s position requires pulling a maximum force of 5 pounds.
       2. **SAFE LIFTING CRITERIA:**
          1. **Floor to knuckle:** 45 lbs.
          2. **12” to knuckle:** 45lbs.
          3. **Knuckle to shoulder:** 22.5 lbs.
          4. **Shoulder to overhead:** 22.5 lbs.
          5. **Carry:** 45 lbs.
          6. **Push:** N/A
          7. **Pull:** N/A
2. **WORK LOCATION AND ENVIRONMENT:** The County Attorneys Office is located in the Chase County Courthouse. Each Legal Secretary has their own spacious cubicle, that is socially distanced from other employees, yet close enough that they can easily reach out to co-workers.

**PHYSICAL DEMANDS;           LIFT/CARRY;**

Stand: O  10 lbs. or less: C

Walk: O  11-20 lbs.: F

Sit: N 21-50 lbs.: F

Handling: N 51-100: N

Reach Outward: O Over 100 lbs.: N

Reach above shoulder: O **Push/Pull;**

Climb: O 12 lbs. or less: C

Crawl: O 13-25 lbs.: F

Squat or kneel: O        26-40 lbs.: O

Bend: O 41-100 lbs.: N

N (not applicable)            Activity is not applicable to this occupation.

O (Occasionally)              Occupation requires this activity up to 33% of the time (0-2.5+hrs/day

F (frequently)                   Occupation requires this activity from 33% - 66% of the time (2.5-5.5+hrs/day)

C (Constantly)                  Occupation requires this activity more than 66% of the time (5.5+ hrs. per day)

**This job description has been examined for compliance with the Americans with Disabilities Act (ADA) and the Fair Labor Standards Act (FSLA).**

**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.**