

## **Legal Secretary**

### **Vacancy Details**

There is only one vacancy for this announcement. Applicants selected for an in-person interview will be notified as quickly as possible. Please do not apply if you cannot pass a drug screen, have any criminal history, have been terminated from any county or state position, or do not meet all of the job requirements.

### **Job Requirements:**

- Proficiency with Microsoft Office
- Ability to quickly learn new software interfaces
- Ability to effectively prioritize and meet deadlines
- Courteous and professional manner
- Advanced telephone etiquette
- Ability to successfully interact with law enforcement, medical professionals, and attorneys
- Ability to work well as a team or as an individual
- Strong sense of discretion
- Ability to anticipate and solve problems and future needs of attorney
- Willingness to take and implement constructive criticism
- Expert time management skills
- Above average typing speed with minimal errors
- No criminal history
- Ability to pass a drug screen

### **Job Duties:**

- Read, review, verify, and distribute correspondence, reports, and the like; follow-up on issues highlighted by supervising attorney
- Maintain attorney calendar; includes motions, trials, trainings, meetings, and teleconferences
- Source and verify important case intelligence
- Proofread and edit documents
- Prepare and issue summonses and subpoenas; draft documents
- Answer phone calls; take messages; deliver messages for attorney
- Work closely with other staffers to increase office efficiency and work product
- Create, store, and retrieve physical files
- Create, edit, and update files in electronic system
- Use multiple resources to compile accurate and complete information

- Confirm important details using multiple resources including various software interfaces
- Review upcoming hearings, trials, or motions and update attorney as needed
- Allocate time to review case statuses
- Perform clerical duties such as scanning, printing, and shredding documents
- Work with supervising attorney to create systems and protocols to increase efficiency
- Alert attorney of new or important cases or developments

**Compensations and Benefits:**

This position is a local government position. The benefits include: a pension, all state and federal holidays, PTO days, health insurance and life insurance, when applicable time frame is met. This position requires thirty-five (35) hours a week. Generally, the work day will be from 8:30 AM to 4:30 PM with an hour long lunch break. There are additional insurances and benefits that will be covered with human resources at the time of hire. An employee may hold other approved employment, but may not work for a criminal defense firm. Salary begins at \$15.00 an hour.