

LINN COUNTY CLASSIFICATION

TITLE: CHIEF LEGAL SECRETARY

NUMBER: 620

PAY RANGE: 13

CATEGORY: MANAGEMENT/EXEMPT

APPROVAL ORDER

NUMBER: 2000-074

DATE: February 23, 2000

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Serves as Chief Legal Secretary and Office Manager of the District Attorney's Office. Supervises office, accounting and fiscal management procedures and policies; coordinates activities as necessary within the department, with other County offices and with other public agencies.

SUPERVISION RECEIVED: Works under the administrative direction of the District Attorney. Position frequently develops and refines own work routines and is expected to carry assignments through to completion with only unusual or complicated tasks reviewed in detail.

SUPERVISION EXERCISED: Responsible for overall supervision of Legal Secretaries in District Attorney's office. Participates in the selection of new personnel; assigns duties, provides training; resolves grievances; evaluates performance; and recommends personnel transactions. May also assist with training of new attorneys in District Attorney Office procedure.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Supervise and coordinate clerical processes in the District Attorney's Office. Interview and participate in hiring and dismissal of secretaries and recommend and evaluate secretaries for any personnel action to be taken.
2. Assist in budget preparation. Maintain accounting files, including accounts payable function and preparation of payroll.
3. Open and distribute all incoming paper flow into the District Attorney's Office.
4. Provide that all new filings are done in proper order and with timeliness.
5. Maintain and operate all new computer programs and oversee all functions of new or existing systems.
6. Assist in performance of clerical duties to ensure efficient operation of the District Attorney's Office.
7. Develop and maintain effective, harmonious and reasonable work relationships with others.
8. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

9. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Extensive knowledge of the criminal justice system from arrest through appeal. Thorough knowledge of office management practices and procedures; ability to use computer and software, calculator, copier, etc.; knowledge of legal terminology, standard business English language skills (composition, spelling, punctuation, etc.); knowledge of budget procedures and practices; skill in maintaining effective public relations; secretarial skills such as typing, transcribing, computer and other office machines; ability to plan, organize and effectively supervise work of legal secretaries; ability to establish and maintain harmonious working relationships with other employees, public, and other agencies within the criminal justice system. Ability to keep information confidential.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a community college with emphasis on Legal Secretary training and additional coursework related to office management; four years of experience in office management with at least two years working experience in a legal law office, either private or public sector. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described would be considered.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. No criminal convictions. Must be willing to live in Linn County and have a home telephone. Must conduct himself or herself with complete personal integrity and the highest professional ethics.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; reach with hands and arms and lift or move thirty (30) pounds. The work also requires the ability to work with and respond appropriately to highly agitated and threatening people.