

BANNOCK COUNTY **CLASS SPECIFICATION**

OFFICE COORDINATOR/LEAD LEGAL SECRETARY (Prosecutor)

Department: Prosecutor
FLSA Designation: Non-Exempt

Pay Grade: 9
Effective Date: 10/04, 8/09

Purpose of Class

Serves as office coordinator and lead worker to provide secretarial and administrative support for the functions of the County Prosecutor and assistant prosecuting attorneys; performs related work as required.

Primary Function

This is a lead secretarial and administrative support position requiring previous secretarial experience and specific knowledge of court systems, proceedings, and legal documentation and terminology. Duties include typing and preparing letters and legal documents using various software applications; entering data into County, Department, and court systems and applications; keeping clerical records, logs, ledgers, dockets, and schedules; and working within Department-specific processes and procedures. This position requires a high level of initiative and the ability to complete required tasks with minimal direct supervision. As a lead worker, an employee in this class may perform the more complex administrative tasks, assign work to and respond to questions/issues of other administrative support staff, and monitor the work of others. The work is performed under direct supervision of the Chief Deputy Prosecuting Attorney and lead work is provided over Legal Secretary positions. The principal duties of this class are performed in a general office environment.

Essential Duties and Responsibilities (will vary by assignment)

- Coordinates the daily activities of the office, including supervision of office staff;
- Logs incoming offense reports for review by prosecutors;
- Prepares and disseminates offense reports to legal secretaries for preparation of charging documents;
- Prepares, formats, and proofreads documents, including but not limited to, correspondence, memos, opinions, and legal documents such as petitions, orders, motions, complaints, informations, indictments, jury instructions, notices, subpoenas, legal briefs, search warrants and returns, legal writs, and other various legal documents;
- Maintains accurate calendar/schedule for required court appearances by staff and notifies assists staff in meeting scheduled hearing, court date, filing deadline, and other deadline dates;
- Prepares files for court hearings, ensuring all necessary documents are included and appropriate parties are notified of the hearing date;
- Maintains files for child support review, referral, and enforcement;

- Files documents into appropriate folders; updates and reorganizes file folders as needed and purges outdated files, as directed and according to Department policies and procedures;
- Operates standard office equipment, a personal computer, specialized office and case data entry and tracking systems, and related equipment;
- Maintains case management system including electronic and paper files, reviews and verifies file notes for accuracy and inputs into case management system, and reviews incoming correspondence and pleadings, routing to prosecutor or filing appropriately as deemed necessary;
- Maintains communication with police department employees, witnesses, and victims on ongoing court proceedings;
- Answers telephone calls and directs them to the appropriate party;
- Provides information from case files to law enforcement officers, defense attorneys, defendants, and appropriate parties according to Department policies and procedures;
- Maintains and prepares records and statistics for periodic reports;
- Performs data entry, faxing, typing, filing, and mail and document distribution duties;
- Supervises and trains subordinate positions;
- Processes time sheets for subordinate positions;
- Cross-trains to other Department specializations to offer backup and assistance, as needed;
- Performs all work duties and activities in accordance with County and Department policies, procedures, and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required;
- Performs duties of subordinates, as needed;
- Conducts weekly staff meeting.

Competency Requirements

Knowledge of:

- Operation of standard office equipment, including a personal computer and job-related software;
- Operation of specialized case management system;
- English grammar, spelling, punctuation, and composition;
- Employee supervision and training methods and techniques;
- Current office practices and procedures;
- Customer service procedures and objectives;
- Court system, legal proceedings, legal terminology, and preparation of legal documents;
- Department policies and procedures.

Ability to:

- Analyze issues, independently make decisions, and exercise good judgment in completing tasks;
- Operate standard office equipment, a personal computer using program applications appropriate to assigned duties, and specialized case management and tracking system;
- Transcribe, prepare, and proofread legal documents;
- Prepare and proofread correspondence, memos, reports, and related documents;

- Maintain confidentiality of information and records prepared and processed;
- Respond appropriately to public inquiries and provide good customer service;
- Maintain records efficiently and accurately and to research and prepare clear and concise reports;
- Operate a variety of standard office equipment, including a personal computer and applications appropriate to assigned duties;
- Follow oral and written instructions;
- Establish and maintain effective working relationships with other County employees, supervisory personnel, local elected and appointed officials, and the public, under sometimes stressful conditions;
- Communicate effectively both orally and in writing;
- Perform basic mathematical and arithmetic functions;
- Work independently, with infrequent and unstructured supervision;
- Supervise and train employees;
- Cross-train into other Department specializations to offer assistance and support, as needed;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Acceptable Experience and Training

- High school diploma or GED equivalency is required and advanced office, business, or secretarial training is preferred; and
- Three to five (3-5) years experience in a legal services agency, as a legal assistant/secretary, or related field is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review and prepare a variety of written and text materials, file them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and other office equipment and file documents;
- Sufficient personal mobility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to work at a keyboard for an extended period of time, to reach, stoop, bend and stretch in filing materials, lift up to 25 pounds, and work in an office environment.