

LINCOLN COUNTY Job Description

Position Title:	Legal Secretary
Department:	District Attorney's Office
Reports To:	DA Office Supervisor
Supervises:	N/A
Oversees:	N/A
FLSA Status:	Non-exempt
Last Revised/Approved:	March 2020

POSITION SUMMARY:

The Legal Secretary greets and directs visitors and callers to the proper person, department or agency, and performs secretarial and other specialized clerical work in the District Attorney's office, including typing, preparing documents, entering data, processing mail, and filing.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Answers telephone(s) and routes telephone calls to the appropriate person; responds to numerous questions from the public and others that might otherwise be directed to someone else in the office.
2. Records and distributes incoming mail.
3. Prepares general office correspondence for signature and distribution.
4. Logs and enters juvenile police reports sent to the office.
5. Prepares legal papers for the District and Superior Court.
6. Prepares and distributes discovery materials to attorneys or pro se defendants in District, Superior and/or Juvenile Court, plus all changes for arraignments.
7. Maintains Restitution account; collects fees due, reconciles and forwards to the Finance Department for distribution to victims. Prepares complaints for non-payment when necessary.
8. Collects supervision fees and monitors accounts for non-payment.
9. Enters information for District and Superior Court matters including transfer cases and Grand Jury cases, as well as Juvenile Court matters into the JustWare database as needed.
10. Organizes District and Superior Court files in a manner established by the District Attorney or Assistant District Attorney.
11. Regularly updates and files documents into court boxes.
12. Prepares complaints.
13. Checks dispo boxes to assure requirements for deferred disposition have been fulfilled.
14. Performs criminal background checks

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Perform other similar and related secretarial and general office duties as may be assigned.
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GENERAL EXPECTATIONS:

1. Be committed to the mission of Lincoln County and the District Attorney's Office.
 2. Be reliable and trustworthy.
 3. Be well organized.
 4. Work as a member of a team in the performance of duties.
 5. Be punctual for scheduled work and use time efficiently.
 6. Work in harmonious relationships with county staff and the public.
 7. Perform duties in a conscientious and cooperative manner.
 8. Perform required work in a timely fashion with a minimum of errors.
 9. Be neat and maintain a professional appearance.
 10. Possess a valid Maine driver's license.
 11. Keep required information confidential.
 12. Maintains certification and training to perform criminal background checks
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PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for prolonged periods of time, talk, hear, and use hands and fingers to operate a standard computer keyboard and mouse. The employee is regularly required to stand and walk, and occasionally bend, stoop, kneel, or crawl. The employee may occasionally lift and/or move up to 40 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment involves a very busy office. The incumbent will have contact with a variety of people including unpredictable and/or dangerous members of the public, persons charged with and/or convicted of committing crimes, law enforcement personnel, court personnel and attorneys. The incumbent must be able to deal with people who are often upset and angry in a diplomatic and caring manner.

QUALIFICATIONS NEEDED FOR POSITION:

Experience and Skill Requirements: The following experience and skills are considered essential:

- At least 1-2 years of general office experience demonstrating office skills, ability to follow complicated procedures and good judgment is required.
- Proficient in the use of Microsoft Office applications including Word, Excel and Outlook.
- Excellent communication skills and the ability to follow oral and written instructions.
- Organization, prioritization, ability to meet deadlines, multi-tasking and flexibility.
- Ability to operate such common office equipment as a telephone, copy machine, computer, word processor, printer and fax machine.

Education Requirements: The following education requirements are considered essential:

- A high school diploma or equivalent is required.
- Training, or the equivalent in experience, in Microsoft Office applications including Word, Excel and Outlook, as well as bookkeeping, required.
- Knowledge of basic legal terminology and the criminal justice system is highly desirable but not mandatory.

**** All requirements and skills are considered to be essential, unless otherwise indicated. ****

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature

Date

Supervisor Signature

Date