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:	**updated October 2026**

POSITION SUMMARY:

The Legal Secretary politely and professionally greets and directs visitors and callers to the proper person, department, or agency, and performs administrative and legal clerical work in the District Attorney's office, including data entry, preparing documents and packets, processing mail, and filing.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Answers telephone and routes calls to most suitable person. As appropriate, responds to inquiries from the public, attorneys, court clerks, and others.
2. Sorts, date stamps, and distributes incoming mail.
3. Accurately enters new cases into case management software, via law enforcement reports, within established deadlines.
4. Prepares and distributes discovery materials to attorneys or pro se defendants in District, Superior and/or Juvenile Court.
5. Collects supervision fees, restitution payments, and Victims Compensation Fund donations. Forwards receipts to Supervisor for reconciliation.
6. Attends court proceedings and takes notes for the Prosecutors as back-up for Paralegal.
7. Enters notices/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.
8. Organizes and updates individual digital and physical District and Superior Court files in a manner established by the District Attorney or Assistant District Attorney.
9. When cases end, scans files into case management software and closes digital file within same.
10. Ensure printers are fully loaded with paper and report maintenance issues to Office Supervisor. Order toner as needed.
11. Performs criminal background checks

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Perform other similar and related administrative and general office duties as may be assigned.

GENERAL EXPECTATIONS:

1. Be committed to the mission of Lincoln County and the District Attorney's Office.
2. Be reliable and trustworthy and keep required information confidential.
3. Be well organized.
4. Work as a member of a team in the performance of duties and perform duties in a conscientious and cooperative manner.
5. Accept direction, constructive feedback, and changes in priorities in a professional manner and work cooperatively to address concerns and resolve problems.
6. Be punctual for scheduled work and use time efficiently.
7. Develop and work in collaborative relationships with county staff and the public.
8. Meet deadlines with minimal errors.
9. Be neat and maintain a professional appearance.
10. Maintain 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 year of general office experience (2 years preferred) demonstrating professional office skills and the ability to follow complicated procedures. Sound judgment is required.
- Demonstrates the ability and willingness to learn and effectively use new software, systems, technology, and office procedures as required by the position, including Microsoft 365 and database programs.
- 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 telephone, printer/copier/scanner/FAX machine, computer.
- Must pass a post-offer background check

Education Requirements: The following education requirements are considered essential:

- A high school diploma or equivalent is required.
- Training, or the equivalent of experience, in Microsoft Office applications including Word, Excel and Outlook 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