

TITLE: Legal Secretary Trainee JOB CODE: 1324

PREPARED: 6/30/03 FLSA: Non-Exempt

UPDATED: REVISION #:

**Summary:** Under close supervision, provides legal secretarial and clerical staff support to the County's Office of the District Attorney.

**Distinguishing Characteristics:** This is a trainee designation. After one year of successful performance, the employee is eligible for the Legal Secretary classification.

**Essential Job Functions:** Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

- Gathers information and research and prepares legal documents, including complaints, motions, summons, dismissal and continuances.
- Prepares legal documents, correspondence and documents such as briefs, opinions, warrants, affidavits and depositions; issues subpoenas.
- Verifies the content of citations against current Nevada Revised Statutes.
- Determines prioritizations of trials; sets up and maintains calendars of hearings, trials, depositions and response times to pending litigation.
- Reviews new cases and schedules interviews with clients, law enforcement personnel and attorneys; communicates with clients and witnesses to obtain and/or verify information.
- Receives and responds to incoming calls and visitors; responds to inquiries and provides information regarding the status of legal actions and procedural inquiries.
- Serves as a liaison with other law courts, law enforcement agencies and social service organizations.
- Processes a variety of technical and confidential documents, contracts, ordinances, case dispositions and privileged attorney/client information.
- Reviews, sorts and proofreads legal documents for the attorney staff; files and indexes legal documents for the case files; opens, closes and maintains case files.
- Serves as a backup to the office receptionist.
- Performs related duties as assigned.

#### MINIMUM QUALIFICATIONS

### Required Knowledge and Skills:

- Knowledge of modern office practices, procedures and equipment.
- Knowledge of complex filing systems.
- Knowledge of the principles and practices of bookkeeping and record keeping.

## JOB DESCRIPTION

Legal Secretary Trainee

- Knowledge of correct English usage, spelling, grammar and punctuation.
- Knowledge of the legal process and common terminology.
- Knowledge of legal court procedures.
- Knowledge of County policies, procedures, rules and regulations.
- · Skill in reading and understanding rules and regulations.
- · Skill in prioritizing work and meeting strict deadlines.
- Skill in performing research.
- Skill in effective oral and written communications.
- Skill in establishing and maintaining effective working relationships with attorney staff, law enforcement and court personnel, outside attorneys and the general public.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

# **Education, Experience, Certifications and Licenses:**

- High School diploma or equivalent GED certificate.
- Three years of experience in secretarial/clerical staff support.
- Notary Public.
- Possession of a valid State of Nevada Driver's license.

## **Environmental Factors and Conditions/Physical Requirements:**

- · Work is performed in an office environment.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting objects up to 25 pounds.

## **Equipment and Tools Utilized:**

 Special Equipment includes computerized and conventional office equipment, calculator, video and audio equipment and a motorized vehicle.