

Oceana County

JOB DESCRIPTION

Bargaining Unit: General, Non-Union

FLSA: Non-Exempt

Job Title:	Legal Secretary
Classification:	Full-time (35 hrs/wk); Non-Exempt Benefited
Department:	Prosecutor's Office
Hourly Wage:	\$18.34 - \$21.33 per hour
Benefits Include:	Health, Dental & Vision Insurance Vacation Days Sick Time Paid Holidays Life Insurance MERS Defined Contributions Retirement Plan
Qualifications:	<ul style="list-style-type: none">• General knowledge of the duties and responsibilities of the Prosecuting Attorneys and the workings of the office.• General knowledge of the information and material necessary to a criminal file to facilitate the handling by Prosecuting Attorneys.• Able to work effectively with the public and fellow employees, all prosecutors, all police agencies, all court staff, community mental health and the Family Independence Agency.• Able to see, hear and speak effectively and without limitation.• General knowledge of the Michigan Court system, Michigan Court Rules, local Court Rules, criminal and civil statutes and criminal case law.• Proficient with computers; Windows, and related software applications.
Education	High school degree or equivalent. Prefer advanced coursework in Word processing and legal secretarial areas.
Supervision:	Prosecuting Attorney & Office Manager

- A. Summary. Under general supervision, perform a variety of tasks involved in the day to day operation of the Prosecutor's Office including, but not limited to, the processing of criminal files, information and assistance to law enforcement, defense attorneys and the courts, provide assistance to prosecuting attorneys, legal secretarial functions including transcribing dictation, screening callers and visitors, dealing with walk-in public and perform related duties as required.
- B. Supervision Received. Works under the general direction of the Office Manager and the Prosecuting Attorney.
- C. Responsibilities and Essential Duties and Functions. An employee in this position may be called upon to do any or all of the following essential duties, but is not limited to these specific duties:
1. Serve as secretary to all prosecutors, typing legal and confidential material, organizing, coordinating and processing information, transcribing legal dictation, entering data in computer, preparing warrants and any other paperwork required to process a criminal file. Be able to effectively work with all prosecutors and take direction.
 2. Provide information and assistance to attorney, law enforcement personnel, organizations, agencies, officials and the general public regarding prosecutor policies and procedures. Screen calls and visitors, determining whether a prosecutor's attention is required. Respond to inquiries within the scope of authority and refer others to the proper person.
 3. Process criminal files, including the opening and closing of criminal files, reviewing that all information is included that is necessary for the prosecutors to perform their duties, identifying and correcting any problems, filing and organizing as necessary.
 4. Must have computer and copy machine capabilities and have a general knowledge of the operation of the adult and juvenile case tracking systems.
 5. Answer incoming calls, screening and routing calls to the appropriate person and assist the public at the front window.
 6. Be experienced in all departmental processes and be able to complete as required.
 7. In relating to the public, is able to diffuse problems and has the ability to placate the angry, hostile public either by telephone or in person.
 8. Prepare from the schedule all files needed for court appearances.
 9. Perform related duties as required and/or assigned by the Prosecutor or Office Manager.
- D. Essential Functions, Qualifications, Knowledge, Skills and Abilities for Employment.
1. Must have a strong work ethic.
 2. Must have good communication and organizational skills.
 3. Must work effectively with the public, crime victims, and fellow employees, prosecutors, police agencies, the court staff, Community Mental Health and Department of Human Services personnel.

4. Must be proficient with computers and keyboarding, including data entry and Windows programs.
5. Must have good filing and typing abilities.
6. General knowledge of the court system, criminal law, and the duties and responsibilities of the prosecutor's office.