

**Green County
Job Description**

Job Title: LEGAL SECRETARY/VICTIM SPECIALIST
Department: DISTRICT ATTORNEY'S OFFICE
Reports to: DISTRICT ATTORNEY/ASST. D.A./VICTIM SERVICES COORDINATOR
Grade: 11
Status: Full-time/Courthouse Payroll Group 9 (37.5 hrs.)
FLSA Status: Non-exempt
Prepared by: District Attorney's Office
Prepared Date: August 29, 2019
Approved by: District Attorney
Approved Date: September 12, 2019
HR Review: Human Resources
Review Date: September 12, 2019

Munis Job Class: 091D
EEOC Code: A05
W/C Code: Clerical

SUMMARY

To perform clerical and secretarial duties and tasks within the District Attorney's Office and to assist in the delivery of Victim – Witness Services for the Green County District Attorney's Office, assist in the preparation and review of legal and court documents for the Green County District Attorney's Office, complete assigned clerical, administrative and victim-witness tasks within appropriate deadlines and time limits, perform self-directed, program related tasks and exercise independent decision-making under direction of Victim Services Coordinator/Law Office Manager and District Attorney/ADA.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Ability to perform secretarial responsibilities including word processing, data processing of compiled information, general receptionist duties, management of automated court calendaring and office appointment system.
- Ability to review police investigative reports and prepare criminal complaints and summons using automated District Attorney's Case Management Software.
- Ability to prepare other legal documents and court notices, work cooperatively with Court and Law Enforcement Personnel.
- Ability and willingness to work with Crime Victims/Witnesses, interest in and/or understanding of Victim Dynamics, willingness to learn appropriate techniques for empathizing with and relating to crime victims in a professional manner.
- Ability to communicate effectively with Law Enforcement, Court Personnel, Crime Victims and the public.
- Ability to use word processing computer software, copiers, phones and facsimile machine.
- Ability to work with sensitive and confidential information.
- Ability to work cooperatively under the direction of District Attorney, ADA and Victim Services Coordinator/Law Office Manager with minimal supervision.
- Additional duties and responsibilities as may be assigned from time to time.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Associate's degree (A.A.) or equivalent from a two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze and interpret financial reports, and legal documents. Ability to respond to common inquiries or complaints from the general public, victims, witnesses, regulatory agencies, or members of the business community. Ability to provide technical assistance, information and administrative support services to victims and witness, law enforcement and court personnel and the general public. Required to consistently communicate effectively and professionally with Green County citizens, clientele, employees, and officials.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and skills needed. It is not intended to limit or modify the rights of any supervisor to assign, direct and control the work of employees under supervision. Green County retains and reserves any or all rights to change, modify, amend, add to or delete from any section of this document, as it deems in its judgment, to be proper.

This job description is not a contract for employment.

Green County is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Date

Supervisor's Signature

Date