

# Legal Administrative Specialist



## Position Description

### Status

Full-Time, Nonexempt

### Compensation

B22

### Bargaining Unit

Non-Bargaining

### Reports to

Victim/Witness Coordinator

### Supervises

None

### Position Category

Specialist

### Summary

Under the supervision of the Prosecuting Attorney, performs various secretarial and support functions for the legal staff of the office of the Prosecuting Attorney. Activities include preparing and processing legal documents and correspondence, maintaining case files, and providing general secretarial support. Prepares felony and misdemeanor warrants and juvenile petitions for criminal arrests. Provides secretarial support on victim rights matters.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Answer telephone calls, responds to inquiries and/or directs to proper individual or department. Greets visitors that includes citizens, witnesses, victims, police agencies, and County personnel. Answers inquiries regarding court proceedings, departmental procedures, schedules, case information, and other matters.
2. Provide secretarial support on victim rights matters including generating and modifying initial victim letters, sending out appropriate documents to be returned, and updating computer system and case files with changes in victim contact information.
3. Prepares and types various reports, correspondence, and other documents. Proofreads documents for spelling, punctuation, grammar, and formatting.
4. Prepares felony and misdemeanor warrants and juvenile petitions.
5. Receives, date stamps, processes, and distributes incoming mail and other incoming documents for the office. Prepares all outgoing mail and delivers to the mail room.
6. Reviews scheduling book to ensure that it is accurate regarding cases that are moving forward, adjourned, and have entered pleas so that witnesses do not appear for court.
7. Backs-up other staff in the office and performs support functions of typing, filing, copying, faxing, client reception, and other tasks as assigned. Computes copying charges and prepares request

for payments. Determines restitution amounts for non-victim rights cases, completes, and mails restitution forms.

8. Serve as a Secretary to an Assistant Prosecuting Attorney for tasks not directly related to court cases.
9. Performs other administrative functions & projects as assigned.

## **Competencies**

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

## **Supervisory Responsibility**

This position does not have direct supervisory responsibilities.

## **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

## **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 express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

## **Travel**

Travel is required to access County buildings and other locations for training purposes.

## **Required Education and Experience**

1. High School graduation or equivalent.
2. Prefer advanced coursework in word processing and legal secretarial areas.
3. One (1) year of secretarial experience in a legal setting providing a knowledge of legal terminology and court procedures.
4. Requires experience with computer systems similar to that used in the office.

**Other Duties**

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signature**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_