

County of Leelanau
Job Description

LEGAL SECRETARY

Supervised By: County Prosecutor

FLSA Status: Non-Exempt

General Summary:

Under the supervision of the Prosecuting Attorney, provides support to the prosecuting attorneys by performing a variety of complex secretarial and administrative tasks with emphasis on legal document preparation, file maintenance, case docket management, and correspondence. Activities require an extensive knowledge of the court system rules, regulation, policies and procedures; considerable independent judgment; and a high degree of accuracy. Employee may be exposed to sensitive issues and confidential information requiring considerable discretion.

Essential Duties and Responsibilities:

An employee in this position must be able to perform the following essential functions satisfactorily. These examples **do not** include all of the duties which the employee may be expected to perform.

- Organize and maintain an extensive criminal, civil and administrative record system. Open and close misdemeanor case files, record actions and assure that all necessary documents and records are accurate and available for presentation in court or administrative decision-making.
- Prepare and type legal forms and documents that are sensitive and confidential in nature, such as criminal and civil complaints, warrants, summons, subpoenas, notices to appear, opinions, motions, case briefs and trial notices, as well as reports and correspondence. Proofread for accuracy and completeness. Prepare other correspondence, forms, and reports as required. Transcribe from dictation or take shorthand when necessary.
- Schedule meetings and appointments for professional staff, as needed.
- Screen and route correspondence, court notices, reports and information for the prosecutor and other staff, exercising judgment as to importance and priority.
- Coordinate for the Prosecutor background research and data gathering relating to the preparation of cases.
- Assist in the preparation of criminal felony and misdemeanor warrants and pre-trial statements.

- Receive, screen and respond to requests from the media, government agencies, other lawyers and the public for release of case file information, exercising discretion and using knowledge of the Freedom of Information Act and protected, privileged, and confidential matters.
- Receive, screen and route telephone calls, exercising discretion in the release of information and method and priority of handling. Schedule meetings and appointments, and greet visitors, directing them to the proper office.
- Record schedules of court appearances, tracking needs for subpoenas and other related paperwork for the Prosecutor, and noting and resolving scheduling conflicts.
- Coordinate the issuance of summonses and subpoenas for defendants and witnesses in misdemeanor cases.
- Draft correspondence such as acknowledgements, responses to questions on factual matters, follow-ups of previous communications, and other matters where there is a well-defined policy.
- Maintain records and files on plea negotiations, case depositions, contracts, and other actions. Receive and process criminal fingerprint submissions and assign proper information and codes for entry into LEIN.
- Perform other related duties as assigned, including duties of other clerical staff on a cross-trained basis as workloads, temporary absences, and emergencies dictate.
- Log all warrant requests and keep statistical information for warrants issued, cases tried, and misdemeanor case dispositions, for use in decision making.
- Act as the department's computer systems manager including acting as the liaison with technicians and support staff when problems occur.
- Perform any other related duties as assigned.

Employment Qualifications:

Education: Possession of a high school diploma or the equivalent.

Experience: Secretarial experience in a legal setting or the equivalent is helpful.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job are considered.

A criminal background check and fingerprinting are required prior to employment.