



County of Jefferson – Employee Job Description

Department: Public Defender

Position Title: Legal Secretary
4191-112

Pay Classification: \$16.10/hour
Minimum of 35 hours per week
County Pension
Insurance Benefits
12 Paid Holidays per year
Paid Time Off (Personal, Sick, & Vacation)

FLSA Status: Non-Exempt
Union – Teamsters

Reports To: Public Defender
Attorneys appointed to act as Public Defenders

Objective:

To assist the department with secretarial/clerical needs, including specialized litigation, forms, procedures, and related legal clerical duties.

Qualifications:

A. Education/Training:

1. High School Diploma or equivalent required, plus some secretarial, legal and/or paralegal, and computer training.
2. Valid driver's license preferred.

B. Work Experience:

1. 1-2 years' work experience in a law office.
2. Experience in government preferred.

Background Clearance:

Valid Pennsylvania State Police and/or FBI clearance.



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Knowledge, Skills, and Abilities Required:

1. Must be able to speak and understand the English language as well as follow oral and written instruction.
2. Must possess initiative and problem-solving skills.
3. Must possess the flexibility to function both independently and efficiently with general public, government officials, staff, and others.
4. Must maintain personal integrity.
5. Must possess the ability to multi-task while meeting deadlines.
6. Must maintain confidentiality in regards to client information and records.
7. Must possess the technical knowledge of operating personal computers and other office equipment as necessary with accuracy and reasonable speed.
8. Must possess the knowledge of legal terminology.
9. Must possess the ability to type from drafts clearly and accurately with reasonable speed.
10. Must possess the ability to prepare and maintain files and reports.
11. Must possess some knowledge of the operation and procedures of criminal court systems.

Physical and Mental Requirements:

1. Must be able to sit, stand, and walk intermittently throughout the workday with frequent twisting, stooping, bending, reaching, grasping, and lifting/carrying objects weighing a maximum of 30 pounds necessary to carry out essential job duties.
2. Dexterity requirements range from coordinated movements of fingers/hands to simple movements of feet/legs/torso as necessary to carry out essential job duties.
3. Must demonstrate emotional stability and the ability to cope with the physical and mental stress of the position.
4. Must be attentive to detail.

Duties and Responsibilities:

1. Answers telephone and responds to routine inquiries or takes messages/transfers calls to the appropriate individuals.
2. Reviews, sorts, and distributes mail and correspondence within the department.
3. Makes and cancels appointments as required.
4. Assigns court appearance dates and caseloads for attorneys.
5. Distributes files for pre-trial conferences.
6. Develops and maintains legal files on all court cases, appeals, orders, and other court decisions.
7. Logs opinions, orders, and other court decisions.
8. Processes a variety of legal forms, completely and accurately, to implement court orders and proceedings.



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Duties and Responsibilities (cont'd):

9. Reviews the list of prospective jurors for criminal records.
10. Interviews clients as required.
11. Prepares and submits bills and claims to proper agencies or individuals.
12. Performs duties of other support staff in their absence.
13. Operates computers and other office equipment as needed.
14. Attends meetings and trainings as required to maintain competency.
15. Performs other job-related duties as assigned.

Working Conditions:

1. Works indoors in adequate work space, lighting, temperatures, and ventilation.
2. Frequent indoor and outdoor exposure to noise, stress, and disruptions.
3. Normal indoor exposure to dust/dirt.
4. Travels rarely.

Acknowledgement:

I am able to perform the essential functions of this position without an accommodation.

Yes _____ No _____ (Initial)

Jefferson County reserves the right to change or reassign job duties or to combine positions at any time. I further understand I am an at-will employee and this Job Description does not constitute a contract of employment.

Jefferson County is an equal opportunity employer and administers all personnel practices without regard to race, color, religion, sex, age, national origin, disability, sexual orientation, gender identity or expression, marital status, veteran status, genetics, or any other category protected under applicable law.

I have read this Job Description and fully understand the requirements set forth herein. I hereby accept the titled position and agree to abide by the requirements set forth as well as policies and will perform all duties and responsibilities to the best of my ability.

(Employee Signature)

(Date)

(Employer Signature)

(Date)