

LEGAL SECRETARY
DISTRICT ATTORNEY'S OFFICE

POSITION DESCRIPTION

I. Position Summary.

This position is in the clerical/legal classification under the general supervision of the District Attorney. Responsibilities in the areas of office management, financial record keeping, inter-agency coordination, processing direction of citizen inquiries, and for performing complex secretarial services.

II. Essential Duties and Responsibilities.

1. Communicates regularly with the public, various law enforcement agencies, courts of record, public institutions, public officials, and private lawyers
2. Prepares highly technical legal documents including warrants, complaints, writs, orders and judgements, motions and affidavits, releases, legal briefs, and correspondence
3. Maintains all office records keeping systems and accounts
4. Coordinates court schedules of the District Attorney and Assistant District Attorney
5. Prepares and maintains records regarding budget, supplies, case files and inter-related records
6. Directs correspondence as appropriate
7. Drafts legal documents under supervision of legal staff
8. Receives telephone calls and responds to inquiries
9. Locates and procures requested documents, reports, certified records, and additional information
10. Maintains all records and reports regarding cases under investigation, pending and closed

III. Educational Requirements

1. Business or Associate Degree from an accredited college, university or technical school in one of the Secretarial Sciences and a minimum of six (6) months of office experience, OR
2. High School diploma or equivalent, supplemented by post high school course work in secretarial sciences at a vocational, college, or technical school and a minimum of two (2) years of work related office experience.
3. Computer experience required.

IV. Knowledge, Skills, Licensure and Experience Required

1. Ability to maintain confidentiality and integrity.
2. Ability to remain organized and calm under pressure

3. Ability to work with a minimum of supervision
4. Knowledge of business procedures
5. Ability to accurately prepare legal papers from dictation at a rate of 120 words per minutes is desirable
6. Ability to accurately type 55 WPM.
7. Ability to perform a variety of clerical tasks
8. Ability to organize and maintain complex record systems including fiscal records, case progress records and reports and administrative records
9. Ability to develop and maintain effective working relationships with the general public, related professionals and other members of the staff
10. Ability to carry out oral and written instructions
11. Knowledge of or prior experience in a District Attorney's Office, legal office procedures, court office or court operations highly desirable
12. Ability to use general office equipment such as
 - General office equipment
 - Dictaphone
 - Motorized vehicle
 - Transcribing machine
13. Possess valid Wisconsin Drivers License
14. Expected to maintain automobile liability insurance

V. Physical Requirements

1. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking
2. Visual acuity
3. Ability to hear normal conversation
4. Ability to communicate in a clear manner
5. Good manual dexterity of hands and fingers
6. Able to lift/carry/push/pull at least 50 pounds

The position description should not be interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated on this description.