## **JOB DESCRIPTION**

*LEGAL SECRETARY*

**We are looking for an enthusiastic, experienced Legal Secretary to join our Prosecuting Attorney’s Office. The successful candidate will p**rovide assistance to attorneys during all phases of the litigation process. **Candidate will work very closely with the attorneys, the other legal secretaries and court personnel. We see our office as a team and are looking for the next valued team member to join us.**

## **JOB TITLE:**

***LEGAL SECRETARY – MAGISTRATE COURT***

* This is full-time; Monday through Friday position.
* This position would report to the Ohio County Prosecuting Attorney.
* This position would be fully responsible for maintaining our magistrate calendar.
* This position would also assist in other areas of the office as the need arises.

**BENEFITS:**

**The Ohio County Commission offers an extremely competitive salary and benefits package to its full-time employees. These benefits include medical, dental, vision, life insurance, retirement, generous vacation time, sick time and holidays.**

* Retirement
* Health Insurance
* Dental and Vision Insurance
* Paid Vacation
* Paid Sick Days
* Paid Holidays
* Ability to apply for student loan forgiveness once you meet the criteria
* Ohio County is an Equal Opportunity Employer
* Ohio County advises job applicants that it does not discriminate on the basis of disabled status
* Ohio County is a smoke-free and drug-free workplace

## **QUALIFICATIONS:**

* High School Diploma required; Associate degree or higher preferred.
* Proven work experience as a Legal Secretary.
* Applicable knowledge of motions, discovery, evidence, criminal legal pleadings, court rules, procedures, practices, etc. preferred.
* Highly organized with the ability to work under pressure of multiple deadlines in a fast-paced and challenging environment.
* Proficient in the use of computers and basic computer programs such as Word, Outlook, Excel, legal document management software, etc.
* Possess strong writing and communication skills with attention to detail.

**TRAITS:**

* Strong work ethic and integrity.
* Must be resourceful, dependable, empathetic, approachable, dedicated and mindful.
* The ideal candidate will have excellent time management skills, be a team player and be detail oriented.

## **RESPONSIBILITIES AND DUTIES:**

* Assist and support attorneys with their work as needed.
* Enhance attorney effectiveness by providing information management/support and representing the attorneys to the public and others.
* Welcome guests and the public by greeting them in person or on the telephone, and by answering or directing inquiries.
* Maintain working relationships with pro se litigants, public defenders, assigned counsel, guardian ad litem, case workers, court appointed special advocates, law enforcement, family members, court staff, support staff, and other members of the prosecutor’s office.
* Produce information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics to help coordinate case preparation.
* Read, research, review, verify, and routes correspondence, reports, and legal documents.
* Draft, revise, and edit letters, orders, legal pleadings and other written documents, and collect and analyze information.
* Maintain attorney calendars by planning and scheduling meetings, hearings, etc. in Outlook.
* Represent attorneys by communicating on their behalf and obtaining information, follow-up on delegated assignments, and knowing when to act and when to refer matters to attorney.
* Maintain confidentiality of matters and information that are protected by law and not public knowledge.
* Use the State’s electronic filing system to file cases and legal pleadings.
* Create and maintain files in our court management program.
* Effectively interact and communicate with a broad population of individuals with varying levels of education, diverse socioeconomics and cultural backgrounds, including the ability to communicate effectively in writing as appropriate for the needs of the audience.
* Assist in maintaining office supplies and equipment.
* Attend staff meetings, and any required continuing education as directed.
* Performs all other duties assigned, delegated or required of a Legal Assistant, as well as those outlined above.

**EQUAL OPPORTUNITY EMPLOYER**