

EUREKA COUNTY

POSITION DESCRIPTION

Administrative Legal Secretary – District Attorney’s Office

DEFINITION: Under general supervision of the District Attorney, supervises assigned staff and performs tasks as office manager; monitors and assists in the development of the department budget; functions as systems coordinator; performs a wide range of legal secretarial services; provides administrative and staff support to the District Attorney’s Office; and performs other work as assigned.

DISTINGUISHING CHARACTERISTICS: This class is an Administrative position, reporting directly to the District Attorney. This position is responsible for coordination of all activities within the Office. This is the advanced level class in this specialized secretarial series. Incumbents perform and oversee the most technical, complex, difficult and challenging administrative duties. This class is distinguished from other clerical classes in the County by the complex and exacting nature of the administrative support provided in a publicly accountable deadline driven legal and clerical environment, and the requirement to perform duties as a supervisor, trainer, and office manager.

ESSENTIAL JOB FUNCTIONS: The duties listed below are examples of the work typically performed by an employee in this position. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. *Marginal duties* (shown in *italics*) are those which are least likely to be essential functions for this position.

1. Supervise and train assigned staff, which includes monitoring, scheduling, answering work related questions, collaborating in problem solving, and establishing and executing plans for accomplishment of accurate clerical work in a timely manner.
2. Coordinate all administrative activities within the department, including but not limited to specialized computer software licensing, installation and maintenance; assist in the development and implementation of administrative policies, and researches and analyses procedures to be implemented or modified; make recommendation to the District Attorney on procedures, forms, workflow, and equipment use. Implements office procedures to insure the consistent, orderly, correct and efficient accomplishment of duties by non-attorney staff.

3. Acts as office manager for the department; coordinates departmental activities to ensure completion in a timely fashion; assists when requested to investigate health insurance disputes for employees; prepares paperwork for new hires; ensures completion of performance appraisals; monitors budget expenditures.
4. Purchase office supplies and maintain supply inventory; purchase of all office equipment and furniture; prepares claims for payment for vendors and schedules maintenance of equipment.
5. Receives and verifies time cards, bills, invoices, vouchers, purchase orders, claims, and related materials; tabulates amounts; codes data for processing; posts information to appropriate files and accounts, logs, and reports; traces and corrects errors.
6. Estimate budget needs; prepare and present information to District Attorney related to funding requests; prepare all payroll and voucher expenditures; monitor expenditures; monitors and maintains supplies and subscriptions for the law library; prepare library budget request for District Attorney review and approval.
7. Maintain electronic working copy of Eureka County Code; publish notices regarding ordinances; codify ordinances into an updated Code Book; work with other departments within the County to maintain a list of changes to be made for an update of the Code Book.
8. Supervise and train others, as well as perform all duties outlined in, the Legal Secretary job description, which include but are not limited to:
 - a. Initiates civil and criminal case file openings and closings, and provides accurate input into the JustWare software system regarding relevant case files. Reviews closed cases and drafts written authorization for releases of evidence.
 - b. Maintains up to date files (with all paperwork placed in the appropriate file) and updates the case control record of each file in a timely and accurate manner.
 - c. Works with court personnel, the personnel of other offices, and witnesses to schedule court hearings, including but not limited to preliminary hearings, arraignments, pre-trial motion hearings, trials, sentencing hearings, post judgment hearings, and meetings with the court or counsel.
 - d. Notifies Office staff of all cases requiring attention as a result of an arrest, hearing setting, or other incident requiring some action in a

specified timeframe, and follows up to help ensure the item requiring attention was dealt with in an appropriate manner.

- e. Prepares drafts of documentation for review and approval by an attorney in civil cases and criminal prosecutions, including but not limited to complaints, summons, warrants, stipulations, subpoenas (both in state and out of state), motions, orders, judgments, dismissals, plea agreements, legal briefs, and criminal informations.
- f. Prepares requests for documentation from other agencies, including agencies in other states, relevant to criminal prosecution and civil prosecutions and defenses, including but not limited to driving and motor vehicle information, personnel records, medical records, financial records, and records of prior arrests and convictions.
- g. Collects and collates discovery for both civil and criminal cases (for review and approval by an attorney) by identifying information that may be missing from documentation already provided by an agency, department, or personnel, and communicating with the appropriate agency or person about that information, confirming other forms of media copies (e.g., photos, audio, video, surveillance, recordings) provided to the Office are complete and can be replayed, and marking each item in discovery for transmittal to the defense or other attorney, as appropriate, in a timely and accurate manner.
- h. Drafts contracts, ordinances, other legal documents, correspondence, memoranda and reports from attorney's notes, brief instructions, recordings and printed materials.
- i. Answers inquiries relating to department records, services and programs; receives complaints and informs the District Attorney as soon as possible and works to resolve every complaint.
- j. Maintains as confidential the records of the District Attorney's Office and ensures the records remain secure according to State law or agency requirements.
- k. Promptly serves (by mail, fax, email, or hand delivery) upon opposing counsel and others, paperwork that has been filed with a court or other appropriate authority or agency in a timely and proper manner.
- l. Uses an available database of documents as a starting point, or independently prepares, drafts of documents as instructed.

- m. Reviews finished materials prepared for signature for completeness, accuracy, format, compliance with applicable policies and procedures, and proper grammar prior to presenting it for final review and execution.
 - n. Organizes and accurately maintains other office files, including but not limited to chronological correspondence, civil, and other hearing files.
 - o. Receives and screens visitors and telephone calls to allow attorneys the opportunity to complete time sensitive tasks.
 - p. Retrieves the mail and other inter office documentation and distributes it to the appropriate persons and files.
 - q. Maintains familiarity with a variety of informational systems and what is required to retrieve items from those systems, including but not limited to case citations for judicial decisions, law citations and other codes, case histories, criminal histories, and warrants.
 - r. Performs other duties as assigned.
9. Explain reimbursement allowances to witnesses and make witness travel arrangements, and prepare vouchers for witness reimbursement.
 10. Schedule training and required continuing education, make travel arrangements for office personnel; prepare claims for payment of employee travel expenses; maintain records of attendance; maintain copies of certificates and oaths.
 11. Supervise the process for closing out completed case files, including file retention and storage, and supervise the review of old cases for release of evidence.
 12. Process and maintain victims of crime applications and monitor expenditures.
 13. Assist the public and other departments or agencies in person and by phone, by answering inquiries relating to department records, services and programs; receives complaints and attempts to resolve them; explains rules, policies and procedures; explains proper use and completion of forms and documents.
 14. Coordinate the scheduling of all court cases, meetings, witness interviews, staff leave and training. Coordinate and calendar vacations, appointments, and staff meetings for the office.
 15. Delegate to law enforcement agencies the service of court documents and subpoenas and follow up in the event of a return of no service. Process and coordinate out-of-state witness procedure for other states as needed.

16. Work with the Eureka County Sheriff's Office and the State Department of Public Safety to maintain certification and validation of criminal history requests. Monitor communication between staff and other departments, agencies, and parties to ensure accurate and allowed information is provided. Ensure staff consistently works to maintain as confidential records of the District Attorney's Office and ensure the records are secure according to State law or other agency requirements.
17. Compile and assemble information from files, records, and regulations in response to inquiries for general or specific technical information; prepares a variety of material including graphs, charts, reports, financial statements, resolutions, forms, and legal documents; composes correspondence.
18. Enters and retrieves data and prepares periodic or special reports from computer systems; sets up or creates special formats, reports, spreadsheets, and databases using programmed software to meet departmental needs.

QUALIFICATIONS:

Knowledge and Ability:

Knowledge of administrative techniques used in office management, data collection, and report writing; computer systems applications; department practices, procedures, services and regulations; civil legal procedures; office practices and procedures, including filing and the operation of standard office equipment; record keeping principles and practices; correct English usage, including spelling, grammar, and punctuation; business arithmetic.

Ability to work independently; plan and organize work; understand and apply rules, codes, regulations, and procedures; gather and summarize a variety of data and prepare appropriate reports; independently perform special and ongoing projects; supervise the work of clerical staff; operate standard office equipment including a word processor or computer terminal; develop, organize, and maintain accurate files and records; provide information both in person and on the telephone; type at a rate sufficient to perform assigned duties.

Experience and Training: The knowledge and ability listed above may be acquired through different types of education, training, and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below:

At least three (3) years of responsible, varied clerical work experience that included independent interpretation and application of administrative or legal procedures and practices.

Special Requirements:

The successful candidate must be able to pass a criminal history background investigation prior to employment.

PHYSICAL REQUIREMENTS: The physical requirements described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

Strength, dexterity, coordination, and vision to use a keyboard and video display terminal for prolonged periods. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of items weighing up to twenty-five (25) pounds, files, stacks of paper, reference, and other material. Moving from place to place within the office; some reaching for items above and below desk level.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who have been offered employment by Eureka County are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise.

LICENSES:

Valid Nevada Driver's license

FLSA STATUS: Non-Exempt

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Department Head: _____ Date:

(Signature)

*Employee: _____ Date:

(Signature)

*Employee signature acknowledges understanding of the essential functions and requirements of this position. Employee also acknowledges receipt of this position description.

ADOPTED: January 6, 2014