

COUNTY COUNSEL SENIOR LEGAL SECRETARY

CLASS SUMMARY:

This is the advanced journey level class in the County Counsel Secretary series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including performing advanced and highly responsible legal secretarial and administrative support work for County Counsel, preparing complex legal orders and documents, and assisting in coordinating office functions. Duties require a thorough knowledge of department and court procedures and policies, legal terminology, ethics, and the criminal justice system. Positions may also serve as secretary to County Counsel. Employees perform advanced and highly responsible legal secretarial and administrative support work for the Office of Legal Counsel; assume lead responsibility over other secretarial or clerical staff; and perform related duties as assigned.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Performs advanced and highly responsible legal secretarial and administrative support work.
2. May serve as secretary to County Counsel.
3. May assume responsibility for providing lead supervision over secretarial and office support staff.
4. Receives and transcribes dictation.
5. Composes and types memoranda, reports, correspondence and legal papers; prepares and types a variety of legal documents.
6. Finalizes legal documents in accordance with court procedures and administrative rules.
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9. Establishes and maintains filing systems.
10. Prepares and types contracts, processes billings for attorneys' services; prepares Board ordinances and orders, including amendments to Lane Code and Lane Manual.
11. Researches and compiles statistics and facts into reports for litigation documents and internal issues.
12. Responds to public inquiries and complaints.
13. Assists in budget preparation and administers budget expenditure system.
14. Develops and defines work routines and standards, including appropriate file and tickler systems.

TYPICAL CLASS ESSENTIAL DUTIES: (con't)	
15.	Provides information to attorneys, police, the courts, the press and the general public.
16.	Prepares circuit court docket; assigns potential cases to team of attorneys for grand jury; establishes case files on computer; schedules and coordinates grand jury activities.
17.	Screens telephone calls and visitors and schedules appointments; makes travel arrangements.
18.	Maintains office systems, including a library and contract and bid logs.
19.	Performs technical personnel, payroll, budget and accounting duties.
20.	Prepares annual tax foreclosure.

Training and Experience (positions in this class typically require):
 Equivalent to the completion of the twelfth grade. Additional specialized training in secretarial sciences, legal terminology and practices, office management or a related field is desirable; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

- Knowledge of** (position requirements at entry):
- Departmental and County organization, programs, policies and procedures.
 - Business English, spelling and punctuation.
 - Legal terminology, legal ethics and court rules.
 - Methods of preparation of legal instruments.
 - Modern office procedures, methods and computer equipment.
 - Court procedures and processes.
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- Skills in** (position requirements at entry):
- Performing advanced and highly responsible legal secretarial and administrative support work.
 - Coordinating the work of secretarial and office support staff.
 - Exercising good judgment, tact and courtesy in contacts with public, press, attorneys and other agencies.
 - Making decisions independently in accordance with established policies and procedures.
 - Planning and prioritizing own work and assigning and coordinating the work of others.
 - Maintaining complex records and preparing reports.
 - Establishing and maintaining effective working relationships with those contacted in the course of work.
 - Communicating clearly and concisely, both orally and in writing.
 - Typing at a net speed of 60 words per minute from clear copy.

LANE COUNTY
County Counsel Senior Legal Secretary (continued)

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Lane County Human Resources (CT) Date: (08/14) (Previous reference: Senior Legal Secretary)

Classification and grade (Job Code N7020) approved on August 29, 2007 by Lane County Board Order 07-8-29-17.

FLSA Status: Non-Exempt.