

DESCRIPTION OF POSITION

1. **Classification Title:** LEGAL SECRETARY II
2. **Working Title:** Legal Secretary II
3. **Department:** Juvenile
4. **Position Is:** Full Time Part Time Extra Help
Seasonal Other _____

5. **What is the purpose of this position?**

As a legal secretary, will work with considerable independence in performing legal secretarial duties of a complex nature.

6. **Essential functions of position. (Reason position exists is to perform these functions.) List duties that must be performed to accomplish the purpose of the position.**

1. Prepares juvenile court petitions, motions, orders and other legal documents for signature by District Attorney.
2. Arranges the issuance of summons and subpoenas.
3. Provides Assistant District Attorney with copies of documents needed for Trial.
4. Obtains reports from police agencies and other departments as needed.
5. Confers with attorneys and witnesses as well as Courts regarding court dates.
6. Initiates and sets up new files for juvenile cases.
7. Data entry of Court Orders, filing, making copies.
8. Answers telephone and respond to questions from the public, etc.
8. Duties as assigned.

7. **List the minor duties assigned to this position.**

1. Assists in taking statements from victims, defendants and witnesses.

8. **Working conditions of position.**

Work in Juvenile Department office in Coquille. Hours will be 8:00 a.m. until 5:00 p.m.

9. **List required special skills, licenses, certificates, etc.**

Thorough knowledge of business English and composition, spelling, punctuation, arithmetic; considerable knowledge of procedures and policies of Juvenile Department and District Attorney's Office. Three years of office and secretarial work. Knowledge of Microsoft Word and Juvenile Justice Information System (JJIS) are helpful.

10. **Is operation of motor vehicle required?** Yes | | No

11. **List equipment, tools, machines used in performance of duties.**

Computer, fax machine, copy machine.