

**POSITION DESCRIPTION
VILAS COUNTY**

SECTION I: GENERAL INFORMATION

	DRAFT <input type="checkbox"/> FINAL <input checked="" type="checkbox"/>
Position Title: LEGAL SECRETARY	Department: District Attorney
Immediate Supervisor's Position Title: District Attorney	FLSA Status/Pay Classification Code: Non-Exempt
Original Description Date: June 2012	Revised Date: August 2013
Oversight Committee: Finance Committee	Approved Date:
Approved by: Personnel Committee	Approved Date: HR - 8/15/13

Job Summary:

The Legal Secretary in the Vilas County District Attorney's Office performs a variety of clerical, secretarial, and administrative duties to support the operations of the District Attorney's Office. All duties and responsibilities are performed under and subject to the direction of the District Attorney and Assistant District Attorney.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Performs a variety of clerical and secretarial work including but not limited to transcribing dictation; updating attorneys' court calendars; keeping track of deadlines for court documents, court hearings, and correspondence; and generally helping to maintain the office's organizational scheme.
2. Responsible for maintaining department files, in paper and electronic format, involving specialized classifications and terminology, and may help direct other employees in the overall maintenance of these files.
3. Prepares a variety of complex documents, including composing written correspondence, criminal complaints, juvenile petitions, warrants, preparation and service of subpoenas, court notices, and other legal documents. Finalizes, proofreads, and formats documents drafted by attorneys.
4. Provides public information, telephonically, personally and in writing, for a wide variety of office services requiring an in-depth understanding of the services provided. Refers inquiries regarding matters not handled by the District Attorney's Office to the proper agencies, requiring a basic knowledge of these other agencies.
5. Utilizes the TIME system to obtain driving records and criminal histories as needed by attorneys. Maintains proper certification as needed by the State of Wisconsin as required for the operation of the TIME system.
6. Coordinates the timely appearance of persons under arrest before the court for bond hearings.
7. Prepares documents in response to demands for discovery by defense attorneys including obtaining and disseminating medical records according to HIPAA and Wisconsin statutory requirements. Maintains a working knowledge of the rules and requirements of discovery and what documents are and are not discoverable.
8. Maintains a working knowledge of county ordinances, local ordinances, and state statutes, including on-going updates.
9. May assist the District Attorney in management of the Office's trust account, annual budget preparation, preparing invoices to pay expenses monthly, updating routinely the Office's budget, ordering and purchasing of office supplies, and other basic administrative functions.
10. May assist attorneys in the courtroom during jury trials and other hearings, ensuring that all needed documents, media, and exhibits are properly prepared in advance of trial and available during trial or other court hearings.
11. May assist the Victim/Witness coordinator with such duties as: management of the District Attorney's trust account and restitution issues and giving general assistance and information to victims and witnesses of court cases.
12. Maintains strict confidentiality regarding District Attorney's Office records and operations.
13. All other duties as assigned.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS:

A. Education/Knowledge:

<input checked="" type="checkbox"/> High School Diploma or Equivalent	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input type="checkbox"/> N/A	Major field of study or emphasis:
<input type="checkbox"/> 2 Year College Degree	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	
<input type="checkbox"/> 4 Year College Degree	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A	

B. Licensure/Certification:

<input checked="" type="checkbox"/> Required <input type="checkbox"/> Preferred <input checked="" type="checkbox"/> N/A
TIME Certification by the State of Wisconsin.

C. Required Work Experience:

<input checked="" type="checkbox"/> In addition to Education/Licensure <input type="checkbox"/> Instead of Education/Licensure
At least three (3) years experience as a legal secretary or previous experience working for the criminal justice system or in a related setting is preferred.

SECTION IV: ESSENTIAL SKILLS REQUIRED TO PERFORM POSITION:

- Proficient in organization, prioritization, written and interpersonal communication, moderately difficult math skills, and contemporary office procedures, equipment and terminology.
- Knowledge of the rules, regulations, policies and program procedures of the criminal justice system is preferred.
- Attention to detail with emphasis on grammar, punctuation, and spelling skills.
- Ability to communicate effectively with County employees, other officials, and members of the public.
- Ability to meet multiple deadlines, work accurately and efficiently, and work cooperatively people from all walks of life.
- Ability to compile, analyze, record and assemble data and information in a meaningful and effective manner.
- Ability to work independently and cooperatively and with a high degree of accuracy on all assigned tasks.

SECTION V: RESPONSIBILITY FOR SUPERVISION OVER THE FOLLOWING POSITIONS:

Titles of Positions Supervised:	# of Employees:
N/A	

SECTION VI: JOB DESCRIPTION APPROVAL:

This position description reflects an accurate and complete description of the duties and responsibilities assigned to the position:

Employee Signature:	Date:
Supervisor Signature:	Date:
Human Resources Signature:	Date:

VILAS COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

This position description is intended to describe the general nature and level of work being performed by the person assigned to this job. It is not intended to be an exhaustive list of all responsibilities, duties and a skill required of the person so classified and may be subject to change by the County without notice.