



COLUMBIA COUNTY, OREGON

JOB TITLE: LEGAL SECRETARY

DATE: OCTOBER 1, 2023

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	Community Justice	JOB CODE:	004
SUPERVISOR:	Juvenile Division Supervisor	SALARY RANGE:	24
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Perform administrative and legal duties to support the Community Justice Juvenile department.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Coordinate and schedule all juvenile hearings with state court staff, maintain court hearing calendar, track deadlines, and time limitations. Coordinate e-filing of necessary documents through E-Court filing system.

Prepare pleadings and legal documents including delinquency petitions, summons, subpoenas, affidavits, motions, hearing notifications, conditional release orders, adjudication and disposition orders, warrants, and dismissal orders under the direction of a judge, District Attorney or Juvenile Court Counselor.

Collect information and enter data into statewide Juvenile Justice Information System (JJIS). Coordinate upgrades and provide information from data system to the state. Maintain and update youth information in JJIS. Create, maintain, and update documents in JJIS.

Collect reports, digital evidence, and electronic evidence from police and other agencies and prepare for distribution as appropriate.

Respond to attorney discovery requests, prepare and distribute discovery to youth attorneys, review for thoroughness and accuracy, in a timely manner.

Create, organize, and maintain all juvenile files.

Create, organize, and maintain documents, reports, and evidence on the department shared drive.

Assist in the preparation of annual report of departmental activities and statistics when assigned.

Perform expunction of youth records as per state law and process expunction requests when received.

Prepare correspondence, memos, and reports for department, to include court documents. Transmit reports as necessary through JJIS system.

Receive and process restitution payments and prepare invoicing for discovery fees.

Answer telephones, greet public, agency partners and professionals, youth, families and victims, and answer questions or direct inquiries to the appropriate area.

Receive and respond to youth background and criminal history requests, when assigned.

Prepare and deliver mail, claims, and receipts to appropriate departments. Pick up mail or other documents to return to department.



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Serve as Law Enforcement Data System (LEDS) representative for the department. Provide training and certification to operators. Maintain LEDS training logs and ensure compliance to LEDS rules and regulations.

Serve as notary public, as necessary.

Prepare fingerprint cards with necessary and accurate information and correspond with Oregon State Police CJIS Unit.

Assist in maintaining office safety and security by staying apprised of office staff schedules.

Maintain a high level of confidentiality in regard to issues encountered.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures.

Maintaining regular attendance during the assigned work schedule is an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers, and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not a responsibility assigned to this position.

SUPERVISION RECEIVED: Work is performed under the general direction of the Juvenile Division Supervisor who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a high school diploma. Three years' of increasingly responsible experience in an office environment. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Previous experience in a legal office preferred. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of, or the ability to obtain within sixty days of hire, certification on the appropriate legal database and notary public. Should possess a valid driver's license and be insurable under the county's liability policy.

KNOWLEDGE, SKILL, AND ABILITY: Knowledge of office practices and procedures; business English, grammar and spelling; arithmetic; record keeping procedures; bookkeeping and accounting principles and practices. Knowledge of law office practices and principles.

Skill in legal software and Microsoft Office products. Attention to detail is a must.

Ability to:



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- Organize, prioritize, and produce an accurate work product and meet deadlines.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Enforce all laws, regulations, ordinances, and standards consistently to ensure compliance and to protect the public's health and safety.
- Multi-task, prioritize, and accomplish quickly and efficiently a large number of diverse tasks.
- Meet requests for information and task completion from a diverse clientele in a timely manner.
- Act effectively and decisively in emergency situations.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment. Office environment requires tact and sensitivity. May require traveling throughout the county, state and region for attendance at meetings and/or other events. Daily contact with adult offenders. Exposed to hazards and risks which accompany exposure to offenders under supervision.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***