



COLUMBIA COUNTY, OREGON

JOB TITLE: LEGAL SECRETARY

DATE: DECEMBER 1, 2023

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	County Counsel	JOB CODE:	013
SUPERVISOR:	County Counsel	SALARY RANGE:	24
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Perform administrative and legal support for County Counsel’s office, working with highly sensitive and confidential information.

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

Perform administrative support duties for the department including setting hearings, scheduling meetings and appointments and notifying participants, including conflicts of time and place, making travel, lodging, conference reservations, answering phones, receiving visitors, and taking messages. Maintain files, organize records, and prepare reports as necessary. Prepare correspondence, spreadsheets, reports, and other documents.

Assist attorneys in completing projects as needed. Perform research of Commissioners Journal and other historical documents.

Act as law librarian, keeping and monitoring legal volumes and ensuring volumes are current.

Prepare invoices for Counsel review by making sure the invoice is coded to the correct general ledger line. Submit to Finance for payment after approval by Counsel. Prepare and review the daily mail.

Prepare, for review by Counsel, draft form legal documents, including but not limited to pleadings, contracts, intergovernmental agreements, purchase and sales agreements, Board orders, resolutions, and ordinances, in and accurate, timely, and efficient manner, based on input from legal staff. File documents appropriately with the courts and distribute to appropriate parties.

Process tort claims, including sending notices to the insurance carriers and working with affected departments to secure needed documents and all relevant information. Act as liaison with claims representative and outside counsel. Provide litigation support, including coordination of responses to discovery requests. Follow up on requests made by outside counsel, citizens, and/or other agencies.

Maintain county code files to ensure most up to date versions are available to county staff and the public. Post appropriate documents on the county’s website.

Prepare public records requests for Counsel review. Redact and prepare public record requests for release to the Board’s office.

Develop and recommend policies, procedures, and office standards and practices for more efficient departmental operations.

Answer questions regarding departmental policies or procedures.

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.



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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 County Counsel 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: 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 legal office practices, procedures, terminology, and principles.

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

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines. Maintain complete and accurate records.
- 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.



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- Make mathematical calculations rapidly and accurately.
- Meet requests for information and task completion from a diverse clientele in a timely manner.
- Remain calm and use good judgement during confrontational or high-pressure 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. May require traveling throughout the county, state and region for attendance at meetings and/or other events.

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.***