



COLUMBIA COUNTY, OREGON
JOB TITLE: CHIEF LEGAL SECRETARY
DATE: OCTOBER 1, 2025

EXEMPT (Y/N):	Yes	CLASSIFICATION:	CSC
DEPARTMENT:	District Attorney	JOB CODE:	015
SUPERVISOR:	District Attorney	SALARY RANGE:	E04
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Plan, coordinate, supervise, and direct the activities of the support staff in the District Attorney’s Office. Perform administrative and legal duties to support the District Attorney.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned. Process expungement/set aside requests. Handle sensitive cases. Coordinate with the Oregon Attorney General’s Office during death penalty cases, special prosecutor cases, and other cases as needed.

Process legal documents in a timely and efficient manner which includes gathering data, distributing material to appropriate parties, and maintaining accurate records.

Coordinate grand jury.

Discovery billing.

Receive, sort, analyze, and summarize material for the preparation of reports. Relay and interpret administrative decisions, policies, and instructions.

Prepare, compose, and/or transcribe correspondence, legal documents, reports, memoranda, and letters. Compile statistical data and prepare reports.

Assist with keeping appeals and post-conviction relief in order and retained.

Prepare extradition documents for Governor’s Warrants and Interstate Agreement on Detainers (IADs).

Archive cases based on the Oregon Archiving Standard.

Confer with the District Attorney regarding office activities and act as his/her representative when necessary. Perform public relations and liaison duties on behalf of the District Attorney.

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

Arrange and coordinate meetings and appointments, including resolving conflicts of time and place, making reservations and notifying participants. Attend meetings and follow up on matters discussed.

Respond to inquiries from the general public, other departments, and agencies. Explain policies and procedures.

Develop, recommend, and implement policies, procedures, and office standards and practices for a more efficient departmental operation.

Perform a wide variety of administrative duties for the District Attorney.

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



COLUMBIA COUNTY, OREGON
JOB TITLE: CHIEF LEGAL SECRETARY
DATE: OCTOBER 1, 2025

Assist the District Attorney with the departmental budget preparation process. Monitor fiscal operations of the department to remain within budgetary constraints. Record bills, prepare vouchers for payment and authorize expenditures within prescribed limits.

Supervise staff, including assigning and reviewing work, evaluating performance, and training. Provide recommendations on hiring and on disciplinary action when appropriate. Handle employee complaints.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures. Ensure departmental compliance with 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: Directly supervise departmental employees.

- Discharge all supervisory responsibilities in accordance with the county's policies and procedures, collective bargaining agreements, and federal, state, and local laws.
- Coordinate all personnel functions with the District Attorney.
- Ensure each departmental employee receives written, clearly stated goals and expectations.
- Ensure that each departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.
- Conduct regular, formal and informal, evaluations of departmental employees.
- Provide training opportunities for departmental staff.

SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the District Attorney 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 plus an additional two years of specialized training equivalent to a two-year degree in legal secretarial, paralegal, business, office management or related field. Five years' of increasingly responsible experience in a legal office. 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 work experience in the public sector court system preferred. Should have prior supervisory experience. Should be self-aware in leading others and navigating challenging situations with grace and empathy. Open to diverse ideas and perspectives, willing to collaborate to find common ground.

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



COLUMBIA COUNTY, OREGON
JOB TITLE: CHIEF LEGAL SECRETARY
DATE: OCTOBER 1, 2025

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. Knowledge of legal terminology and principles. General knowledge of grants.

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

Ability to:

- Plan, implement, and evaluate department activities based on policy guidelines, regulations, and laws.
- Think conceptually and quickly to get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, both verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- 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 part of a team.
- Model positive behavior desired in others and promote collaboration and shared responsibility for departmental success. Look for opportunities for people to contribute, develop skills, take responsibility, and be trusted.
- Provide constructive feedback in a way that is sensitive to the emotions of others.
- 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.
- Comprehend and interpret laws, rules and regulations, court rulings and other pertinent information and apply it to department policies and procedures.
- Communicate effectively with persons of various ethnic, racial, or age groups and socio-economic levels who may be hostile or abusive.
- Enforce all laws, regulations, ordinances, and standards consistently to ensure compliance and to protect the public's health and safety.

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 40 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.



COLUMBIA COUNTY, OREGON
JOB TITLE: CHIEF LEGAL SECRETARY
DATE: OCTOBER 1, 2025

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 and juvenile offenders. Exposed to hazards and risks which accompany exposure to offenders or persons undergoing trial.

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.***