



**COLUMBIA COUNTY, OREGON**  
**JOB TITLE: DEPARTMENT SECRETARY**  
**DATE: OCTOBER 1, 2023**

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<b>EXEMPT (Y/N):</b>	No	<b>CLASSIFICATION:</b>	CSC
<b>DEPARTMENT:</b>	District Attorney	<b>JOB CODE:</b>	006
<b>SUPERVISOR:</b>	Chief Legal Secretary	<b>SALARY RANGE:</b>	22
<b>UNION (Y/N):</b>	Yes	<b>LOCAL:</b>	AFSCME 1442

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**GENERAL STATEMENT OF DUTIES:** Perform administrative duties to support the District Attorney's Office, including answering telephones and greeting public, providing requested information, scheduling appointments and meetings, issuing receipts, requesting evidence and the production of discovery, assisting with extraditions, and maintaining records.

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

Act as the first point of contact for the department. Answer the telephone and assist staff, defense attorneys, law enforcement agencies, and the general public, providing information as required. Refer calls to the appropriate department personnel and take messages when needed. Contact other departments and outside agencies to locate information and/or services not provided by the department. Schedule appointments as needed.

Process incoming police reports from surrounding agencies; run defendant criminal histories using the Law Enforcement Data System (LEDS). Create and build cases in PBK with attention to detail, ensuring all information is accurately keyed. Assign case to appropriate attorney and distribute accordingly.

Print docket emails, pair with correct case, and distribute to appropriate attorney/legal secretary.

Prepare correspondence, memos, reports, statistical data, forms, notices, and other documents from verbal instruction. Prepare various documents, including transcription and distribution of meeting minutes. Obtain reports from police departments, other law enforcement agencies, and outside agencies. Copy digital media.

Create and maintain files in both paper and electronic form. Enter data in LEDS. Log data, process, and forward as required. Verify information and data as needed. Modify court orders as needed. Prepare, open, conduct interoffice transfer, and close different types of cases.

Request evidence both independently and at the instruction of attorneys. Issue property disposition memo at the close of each case. Redact from different formats of discovery as instructed by attorneys.

Post court hearings to schedules and department calendar. Distribute court hearing schedule to other agencies.

Prepare outgoing mail, deliver mail, claims and receipts to appropriate departments. Process incoming department mail, match to correct case and distribute accordingly throughout the department. Pick up mail, packages or other documents to return to department.

Maintain accurate and extensive filing system relating to department activities.



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Archive closed case files and destroy or maintain as necessary, following all retention rules. Operate industrial shredder. Take on additional projects at the request of the Chief Legal Secretary or District Attorney.

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 Chief Legal Secretary 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 law enforcement or 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 three months of hire, certification on the Law Enforcement Data System. 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 principles and practices.

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

Ability to:

- 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.



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- Act in such a manner as to maintain the confidentiality of the issues and 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.
- Remain calm and use good judgement during confrontational or high-pressure situations.
- Meet requests for information and task completion from a diverse clientele in a timely manner.

**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. Daily contact with adult and juvenile offenders. Exposed to hazards and risks which accompany exposure to offenders.

***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.***