



COLUMBIA COUNTY, OREGON

JOB TITLE: LEGAL SECRETARY

DATE: OCTOBER 1, 2025

EXEMPT (Y/N):	No	CLASSIFICATION:	CSC
DEPARTMENT:	District Attorney	JOB CODE:	011
SUPERVISOR:	Chief Legal Secretary	SALARY RANGE:	24
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Perform administrative and legal support for the District Attorney's office, working with highly sensitive and confidential information.

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

Prepare pleading and legal documents including charging instruments, motions, affidavits, arrest warrants, subpoenas, petitions, and dismissal orders.

Track cases on DA diversions and DUII diversions and follow up on completion of diversion requirements. File show causes and revocations as needed.

Initiate and set up criminal cases in a case management program. Maintain current status and close cases in accordance with established procedures.

Provide assistance to the public in completing and processing required documents and forms.

Review and maintain court calendar including recording case hearing dates, making necessary changes, and coordinating witnesses. Assist with grand jury filings and subpoenas as needed.

Answer phones, route calls, take messages, and make appointments. Answer routine questions regarding departmental policies or procedures. Perform administrative functions such as preparing letters, memos, reports and other documents. Take dictation or transcribe from recordings.

Maintain data for internal and external statistical and narrative records and reports. Retrieve criminal information from the computerized record keeping system. Enter and maintain electronic files.

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.



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

DESIRABLE QUALIFICATIONS: 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. Ability to become a Notary Public within three months of hire. 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. Working knowledge of the Oregon State Police Law Enforcement Data System (LEDS) and familiarity with the Oregon eCourt Case Information (OEI).

Skill in business software and Microsoft Office products. Attention to detail and strong communication skills are 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. Prepare clear and concise reports.
- 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.
- 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.



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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.***