

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

GENERAL STATEMENT OF DUTIES: Perform a wide variety of complex secretarial duties and office functions within the District Attorney's Office working with highly sensitive and confidential information. Do related work as required.

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

Prepare pleadings and legal documents including stipulations, affidavits, arrest warrants, search warrants, subpoenas, indictments, sentencing orders, petitions and dismissal orders.

Initiate and set up files for criminal cases. Maintain files in current status and close files in accordance with established procedures.

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

Answer phones, route calls, take messages and make appointments. Answer routine questions regarding departmental policies or procedures.

Type a variety of letters, memos, reports and other documents. Take dictation or transcribe from tapes.

Review and maintain grand jury or court calendar including recording case trial dates, making necessary changes and coordinating witnesses.

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.

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

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

SUPERVISION RECEIVED: Work under the general supervision of the Chief Legal Secretary who assigns and reviews work for conformance with established policies and procedures.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to high school graduation with additional broad specialized legal secretary training. Three years' of responsible secretarial work experience in a general office setting, at least one year of which must have been in a legal office or criminal justice

agency. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

KNOWLEDGE, SKILL AND ABILITY: Advanced knowledge of legal office practices and procedures, terminology, court proceedings and related documents. Good working knowledge of computers and business software such as word processing and spreadsheets. Working knowledge of the OSP Law Enforcement Data System (LEDS) and familiarity with the Oregon Judicial Information Network (OJIN). Strong and effective communication skills.

Ability to communicate effectively and prepare clear and concise reports. Ability to maintain the confidentiality concerning issues encountered. Ability to remain calm and use good judgement during confrontational or high-pressure situations. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

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

Minimal, involving the movement of boxes, files, 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 the essential functions.

General office environment.