



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Legal Secretary
Department: Legal Counsel
FLSA Status: Non-Exempt
Job Code: 4226
WC Code: 8810
Effective Date: March 22, 2006
Last Revised: November 7, 2012
Pay Grade: NU9
Union: Non-Union (Confidential)

SUMMARY

Performs secretarial duties requiring knowledge of legal terminology and procedures; does related work as required. An employee in this classification is distinguished from the department secretary in that in addition to general secretarial duties, incumbents routinely perform tasks requiring knowledge of legal terminology and judicial processes and work with highly sensitive and confidential information. Receives direction and training from assigned supervisory staff. Supervision is not normally a responsibility of positions in this classification.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Prepares pleadings and documents for civil litigation, including complaints, answers, motions and memoranda.
2. Initiates, maintains and reviews legal files for accuracy to ensure files are complete and that case information is properly documented.
3. Maintains computerized file tracking system; maintains department statistical spreadsheets for projects and claims; maintains manuals and updates resource materials.
4. Answers phones, routes calls, takes messages and makes appointments; provides information following standard office procedures and policies.
5. Receives, sorts, reads, and distributes mail; orders office supplies.
6. Maintains calendars and assists with scheduling; calendars court appearances; maintains system for tracking statutory time limitations; coordinates activities with other county departments, public and outside agencies.
7. Drafts a variety of letters and memos from verbal and written instructions; takes dictation or transcribes from tapes; independently composes correspondence and memoranda related to responsibilities assigned, including basic legal documents.
8. Reviews legal documents, contracts, and other materials for completeness and accuracy.

9. May draft basic legal documents, including pleadings, motions, exhibits, correspondence and other documents in accordance with court rules and procedures.
10. Schedules administrative hearings (i.e. vehicle impound, unfit for use, and animal control), notifies hearing officer and parties.
11. Provides back-up to Law Librarian during vacations.
12. Performs related duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position has no supervisory duties.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Considerable knowledge of legal office and judicial procedures and terminology; legal forms and documents; English usage and grammar; general office methods and procedures. Ability to understand and follow oral and written instructions; establish and maintain effective working relationships with other employees, elected officials and administrative directors, attorneys and the public; exercise initiative and judgment in completing tasks and responsibilities; communicate effectively both verbally and in writing; organize files and retrieve materials and documents; deal courteously and tactfully with the public; work accurately under pressure and deadlines; maintain confidentiality; read and interpret legal information.

EDUCATION AND EXPERIENCE

High school graduation or equivalency, and two (2) years secretarial experience in a legal or judicial environment; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

JOB IMPACT

Consequences of error could include embarrassment, legal action or exposure to monetary loss if duties are not carried out in a timely, accurate manner. Problems encountered generally revolve around maintenance of sensitive and confidential data; communicating with individuals in emotional or hostile situations, and meeting deadlines.

JOB CONTACTS

Contacts are with other county departments, state, federal and other county agencies, attorneys, the public, and social service agencies for referral.

LANGUAGE SKILLS

This position requires a very high level of skill in oral and written communication. The incumbent should have demonstrated skill in analyzing and conveying very complex concepts in concise and simple terms.

MATHEMATICAL SKILLS

Complex mathematical calculation is not a normal responsibility of the person in this position. Basic business math skills, such as interest calculation, are required.

REASONING ABILITIES

The incumbent must be able to identify solutions to routine problems or know where to go for answers; must be able to comprehend basic legal concepts; must be able to apply commonsense reasoning and understanding to carry out instructions furnished in written or oral form.

OTHER SKILLS AND ABILITIES

Ability to organize, file and retrieve materials and documents; ability to use tact, discretion, courtesy, and diplomacy in dealing with sensitive situations and concerned people, attorneys, and litigants; make moderately complex mathematical computations and tabulations with speed and accuracy; establish priorities and organize own workload; retrieve data from records, and create statistical reports; research problems, determine source of error and make corrections; understand governing regulations; use independent judgment in making decisions within prescribed policies and procedures; maintain confidentiality; ability to operate standard office equipment, including a computer and various software programs to update/access files; typing; word processing.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

BACKGROUND INVESTIGATION

Those employed in this position are subject to a background investigation including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

Work is performed in an office environment primarily in a sedentary setting. However, some lifting and carrying of boxes containing files is performed. Some walking from office to other county offices and court's offices is performed. Position is impacted by urgent time deadlines, heavy or uncontrollable work flow, uncontrollable interruptions and distractions and the need to constantly shift attention caused by legal filing deadlines and inability to predict or control case load; need to make quick decisions and need for extreme accuracy and attention to detail to avoid mistakes that could result in a case dismissal or legal action against the county.

PHYSICAL REQUIREMENTS

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.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%	
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 10-25 lbs				
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Operation of motor vehicle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Speech, Vision & Hearing						
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>			
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/>	No: <input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	Depth perception	Describe:				
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Telephone & in person & recordings				
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:				
Exposure - Environmental Factors						
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Wet Area/Slippery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Smoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Uneven Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	