

**JOB DESCRIPTION**

**JOB TITLE:** LEGAL SECRETARY  
**REPORTS TO:** COURT TRUSTEE  
**DEPARTMENT:** COURT TRUSTEE/  
ASSISTANT COUNTY COUNSELOR  
**CLASSIFICATION:** NON-EXEMPT

**ORIGIN DATE:** MAY 1995  
**REVISION DATE:** AUG 2020  
**DEPT NO.** 52 & 01  
**JOB ZONE:** 6.0 to < 7.0

- I. JOB SUMMARY:** This is a non-exempt position. The job holder must perform all of the administrative and secretarial duties in support of the office of County Counselor, Court Trustee, and Office Manager.

*The roles, responsibilities, job functions, knowledge, skills and abilities set forth herein may be revised from time-to-time in order to comply with federal and state laws, departmental needs and the changing requirements for this position.*

**II. PRIMARY DUTIES:**

- a. The employee shall physically prepare all documents required for the functioning of the County Counselor and Court Trustee. This is true for dictation or the preparation and modification of existing forms under the direction of the County Counselor or the Court Trustee.
- b. Employee shall receive and screen calls and interact with the general public by phone and in person.
- c. Employee is responsible for determining priorities, drafting correspondence, and, preparing legal documents in a timely manner.
- d. The employee shall assist the County Counselor in maintaining attorney scheduling, preparation, and, maintenance of case files.
- e. The employee shall oversee preparation and development of court pleadings at the district and appellate level.
- f. The employee shall assist in case file preparation, take and transcribe dictated memos.
- g. The employee shall prepare and file bankruptcy proceedings with the Bankruptcy Court, pleadings, and, other correspondence.
- h. The employee may be required to attend court hearings with Counselor/Court Trustee.
- i. The employee shall assist the Court Trustee in maintaining attorney scheduling, preparing, and, maintaining case files, e-filing, docketing new court actions, and, overseeing the preparation and development of court pleadings at the District and Appellate levels.
- j. The employee will assist in preparing case files, keeping and maintaining accurate accounts receivable records, maintaining accounts for office petty cash and such duties as may be required of the Court Trustee.
- k. Duty to maintain a positive work atmosphere by acting and communicating in a manner so that employee gets along with customers, citizens, coworkers and management.
- l. Being pleasant, respectful and civil with others on the job and displaying a good-natured, cooperative attitude.
- m. Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- n. Obligation to be reliable, responsible, dependable, and fulfill duties.
- o. Must show up for work on a regular and predictable basis as scheduled

**III. INTERMITTENT DUTIES:**

- a. The employee shall perform additional temporary duties as assigned including secretarial backup for department heads and auditors.
- b. The employee shall attend training seminars or programs as directed.

**IV. QUALIFICATIONS:**

- a. Requires a Class C driver's license.
- b. EXPERIENCE: Two years of general office or legal office experience is required. Two years of legal secretary experience highly preferred.
- c. EDUCATION: High school diploma, G.E.D. or equivalent or equivalent required. An emphasis on legal subjects preferred. Two years post-secondary education or training with emphasis in secretarial, legal processes and data processing courses is desired. A degree from a four-year college or university with emphasis in Business Administration is helpful, but legal experience will also be considered in lieu of a degree.
- d. KNOWLEDGE: Must have the ability to receive, interpret and follow verbal and written instructions. Required to read, write and speak English fluently with the ability to speak a foreign language helpful.
- e. SKILLS: Operate PC-based computer software including but not limited to Microsoft Windows, Word and Excel. Must be able to type equaling or exceeding 60 w.p.m. Must be able to operate standard office equipment common to this position.
- f. PROBLEM SOLVING: Employee should possess substantial problem-solving skills and have the ability to resolve problems at his/her own initiative.
- g. DECISION MAKING: Employee should demonstrate the ability to make decisions as prescribed by the Personnel Policy Manual and established office procedure.
- h. SUPERVISORY: None.
- i. INTERPERSONAL: Employee should possess excellent interpersonal skills to facilitate communication between this office and other departments as well as with the general public.
- j. WORKING CONDITIONS: No adverse working conditions exist in this position. May be required to work overtime periodically.
- k. PHYSICAL REQUIREMENTS: Required to frequently lift objects weighing up to 30 pounds, extending from the floor to 60 inches in height. Requires sufficient visual acuity to read and write and operate office equipment. Requires sufficient hearing level to be able to deal with the public and communicate with others directly or by telephone.
  - i. **Employees hired after August 2018:** Lyon County/City of Emporia (Company) understands that a job analysis is being completed in compliance with the American's with Disabilities Act (ADA). One of the outcomes of the job analysis is the determination of one or more job specific tests that will either qualify or disqualify the post-offer or post-employment (fit for duty) candidate for the position. For the Classification Series of LYON COUNTY/CITY OF EMPORIA: OFFICE PERSONNEL: **The Company representative hereby acknowledges the following as valid physical requirements:**
    - 1. Employee lifts/carries 50 pounds occasionally (less than 33% of the time or 1-100 times per day).

- 2. Employee lifts/carries 25 pounds frequently (34%-66% of the time or 100-500 times per day).
  - 3. Employee lifts/carries 10 pounds constantly (67%-100% of the time or over 500 times per day).
  - 4. Employee’s position requires pushing a maximum force of 5 pounds.
  - 5. Employee’s position requires pulling a maximum force of 5 pounds.
- ii. SAFE LIFTING CRITERIA:**
- 1. **Floor to knuckle:** 45 lbs.
  - 2. **12” to knuckle:** 45lbs.
  - 3. **Knuckle to shoulder:** 22.5 lbs.
  - 4. **Shoulder to overhead:** 22.5 lbs.
  - 5. **Carry:** 45 lbs.
  - 6. **Push:** N/A
  - 7. **Pull:** N/A

**This job description has been examined for compliance with the Americans with Disabilities Act (ADA) and the Fair Labor Standards Act (FSLA).**

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.**

*By Signing below, I am certifying that I have read and understand the job description. I also attest that there is nothing in this Job Description that precludes me from performing any of the aforementioned duties with or without reasonable accommodation.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Lyon County Representative Signature \_\_\_\_\_