

JOB DESCRIPTION

JOB TITLE: LEGAL SECRETARY
REPORTS TO: LYON COUNTY ATTORNEY
DEPARTMENT: COUNTY ATTORNEY
DIVISION: SECRETARIAL
GRADE: 4

ORIGIN DATE: JUNE 1994
REVISION DATE: 10/14/22
DEPARTMENT NO.: 10-04
CLASSIFICATION: NON-EXEMPT
JOB ZONE: 6.0 to < 7.0

I. REASONABLE ACCOMMODATION STATEMENT

- a. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

II. JOB SUMMARY: This is a non-exempt position. This position provides legal secretarial support for the attorneys and coordinators of the department.

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.

III. ESSENTIAL FUNCTIONS:

- a. Receive and screen calls and callers, respond to their concerns and/or direct them to the proper authority.
- b. Determine priorities, draft correspondence and prepare legal and court documents in a timely fashion.
- c. Monitor case progress from onset through probation.
- d. Route and/or file all reports and documents to the appropriate destination.
- e. Prepare vouchers and requisitions for disbursement.
- f. Schedule and update calendar for cases and appointments.
- g. Log all incoming reports from law enforcement agencies and distribute to the appropriate file or authority.
- h. Prepare all new complaints, warrants and summons for adult criminal cases.
- i. Assume responsibility for traffic cases and assure the processing and filing of the same.
- j. Manage habitual violator cases.
- k. Assist in maintaining computer files under Q & A of all adult criminal cases, traffic cases, and juvenile cases.
- l. Be familiar with and perform the secretarial duties associated with drug prosecution and any matters related to that field.
- m. Prepare civil forfeiture cases for assets seized in a drug-related case.
- n. Assist the drug prosecutor in communication with confidential informants and scheduling transportation for them.
- o. Process and prepare worthless check cases.
- p. Assume responsibility for the juvenile division cases including offenders and child in need of care cases.

- q. Assist in scheduling and coordinating witness appearance times in court.
- r. Provide court orientation to victims and witnesses as needed.
- s. Assist in arranging transportation for victims and witnesses.
- t. Notify witnesses when cases are continued or resolved to avoid unnecessary appearances.
- u. Assure the following duties are completed regarding victims or requested by Victim/Witness Coordinator; notify victims of court hearing schedules.
- v. 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.
- w. Being pleasant, respectful and civil with others on the job and displaying a good-natured, cooperative attitude.
- x. Maintaining composure and avoiding aggressive behavior, even in very difficult situations.
- y. Obligation to be reliable, responsible, dependable, and fulfill duties.
- z. Must show up for work on a regular and predictable basis as scheduled.

IV. MARGINAL FUNCTIONS:

- a. Perform related duties as assigned by Supervisor.
- b. Attend both required and selected seminars or training programs.
- c. Perform Notary Public duties as requested.

V. QUALIFICATIONS:

- a. **EXPERIENCE:** Expected to be performing at a competent level after 12 months on the job.
- b. **EDUCATION:** High school diploma, G.E.D. or equivalent required. Emphasis in commercial subjects is preferred. Two years of post-secondary education or training with emphasis in secretarial, legal process, and data processing courses is desired.
- c. **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. Must have or acquire knowledge relating to civil and criminal law, must become proficient in the use of the law library.
- d. **SKILLS:** Operate typewriter, calculator, P.C., copier and transcribing equipment.
- e. **PROBLEM SOLVING:** Moderate problem solving occurs in this position.
- f. **DECISION MAKING:** Minimum independent decision making exists in this position. Most events are covered by policy and procedures.
- g. **SUPERVISORY:** Adequate supervision is available to this position. There is a requirement to provide indirect supervision to clients.
- h. **FINANCIAL/BUDGETARY:** None.
- i. **INTERPERSONAL:** Frequent contact with department employees, clients, legal assistants, office administrators, judges, court officials and the public.
- j. **WORKING CONDITIONS:** Very little adverse working conditions exist in this position. May be required to work overtime.
- k. **PHYSICAL REQUIREMENTS:** Requires sufficient visual acuity to be able to read and write and operate equipment common to this position. Requires sufficient hearing level to be able to effectively communicate with people directly or by telephone. Frequently required to lift items weighing up to 10 pounds to a height of 84 inches.

- 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

PHYSICAL DEMANDS;		LIFT/CARRY;	
Stand:	O	10 lbs. or less:	C
Walk:	O	11-20 lbs.:	F
Sit:	N	21-50 lbs.:	F
Handling:	N	51-100:	N
Reach Outward:	O	Over 100 lbs.:	N
Reach above shoulder:	O	Push/Pull;	
Climb:	O	12 lbs. or less:	C
Crawl:	O	13-25 lbs.:	F
Squat or kneel:	O	26-40 lbs.:	O
Bend:	O	41-100 lbs.:	N

N (not applicable) Activity is not applicable to this occupation.
 O (Occasionally) Occupation requires this activity up to 33% of the time (0-2.5+hrs/day)
 F (frequently) Occupation requires this activity from 33% - 66% of the time (2.5-5.5+hrs/day)
 C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs. per day)

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

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 _____