



THIEF RIVER FALLS, MINNESOTA 56701

## **LEGAL SECRETARY**

Pennington County is seeking candidates for the position of Part-Time Legal Secretary. This position will provide legal administrative support to staff within the County Attorney's office. Applicants should possess a high school diploma or GED and a minimum of two (2) years of clerical and/or secretarial experience; relevant post-secondary or vocational schooling may substitute for experience. This non-union position features a wage range of \$18.18 to \$23.42 per hour and will work 12:30 p.m. to 4:30 p.m., Monday through Friday.

Applications and a complete job description are available in Pennington County Auditor/Treasurer's office, 101 Main Ave. N., Thief River Falls, MN 56701 or at: <http://co.pennington.mn.us>. Application deadline: April 23<sup>rd</sup>, 2021 at 4:30 p.m.

***PENNINGTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER***

**"Equal Opportunity Employer"**

## POSITION DESCRIPTION PENNINGTON COUNTY

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Legal Secretary	<b>Department:</b> County Attorney's Office
<b>Immediate Supervisor's Position Title:</b> County Attorney	<b>FLSA Status:</b> Non-exempt
<b>Job Summary:</b>  Under the direction of the County Attorney, the Legal Secretary provides legal administrative support services to staff within the department. Duties involve preparing and typing legal documentation, petitions, forms, orders, and correspondence for staff; setting up and maintaining case files and records; coordinating, making arrangements for and assisting in the scheduling of court hearings/dates; contacting all parties regarding court dates, hearings or meetings; ordering office supplies; handling incoming and outgoing mail; screening and coordinating calls and serving as a liaison between staff, the public and departments within the County.	

### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<ul style="list-style-type: none"> <li>• Types and prepares a variety of legal documents and forms in accordance with department guidelines, priorities, and procedures including criminal complaints, juvenile petitions, CHIP petitions, child support orders or motions, affidavits, guardianships/conservatorships, or commitments.             <ul style="list-style-type: none"> <li>a) Pulls files for court hearings.</li> <li>b) Proofs and verifies the accuracy of prepared documents.</li> <li>c) Obtains appropriate signatures.</li> <li>d) Coordinates hearing dates, schedules and notices to appropriate parties.</li> </ul> </li> <li>• Answers department phones, takes messages, transfers calls, answers questions relevant to position, and sets up appointments for department staff.</li> <li>• Faxes, copies, assembles materials and updates department files and records.</li> <li>• Follows and maintains the records retention procedures of the County/department.</li> <li>• Performs other duties of a comparable level or type, as required.</li> </ul>
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**SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS**

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)</b>	
	less than high school diploma		<b>Major field of study or degree emphasis:</b>
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>
	2nd year graduate level		
	Doctoral Degree		
<p><b>Required Work Experience in Addition to Formal Education/Training:</b>                  Minimum of 2 years clerical and secretarial experience. Relevant post secondary or vocational schooling can substitute for experience requirements on an equivalent basis.</p>			
<b>LICENSE/ CERTIFICATION</b>		<b>Identify licenses/certification required:</b> Requires a Notary License before to or shortly after hire.	

<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>	
<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
<b>TOTAL</b>	



<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b>	<b>Total:</b>

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<p><b>Skilled in:</b></p> <ul style="list-style-type: none"> <li>• Learning, applying, interpreting, and understanding the policies, practices and services of the Attorney’s Office including data privacy laws, rules of the court, and relevant statutory requirements relevant to the administrative functions and operations of the Office.</li> <li>• Proficient in word processing and transcription.</li> <li>• Data entry and file maintenance procedures and routines.</li> <li>• Reading, understanding and applying legal concepts, rules and guidelines pertaining to job assignments.</li> <li>• Performing assignments requiring concentration, attention to detail, precision and accuracy.</li> <li>• Establishing and maintaining effective working relationships with attorneys, department personnel, the public, and other County employees.</li> <li>• Communication skills in informing, answering questions or supplying information to a variety of parties inside and outside of the department.</li> <li>• Following written and oral instruction and completing tasks in a timely manner.</li> <li>• Preparing, drafting or typing various departmental forms, legal correspondence, or legal materials and documents in the office.</li> <li>• Applying judgment and discretion in dealing with the public, scheduling court dates/hearings or calendars, and for assisting staff preparing for hearings or cases.</li> </ul>
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<b>PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities</b>				
<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>		x		
<b>Walk</b>		x		
<b>Sit</b>				x
<b>Use hands dexterously (use fingers to handle, feel)</b>				x
<b>Reach with hands and arms</b>			x	
<b>Climb or balance</b>	x			
<b>Stoop/kneel/crouch or crawl</b>		x		
<b>Talk or hear</b>				x
<b>Taste or smell</b>	x			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

<b>Employee is required to:</b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Physical (Lift &amp; carry): up to 10 pounds</b>				x
<b>up to 25 pounds</b>	x			
<b>up to 50 pounds</b>	x			
<b>up to 75 pounds</b>	x			
<b>up to 100 pounds</b>	x			
<b>more than 100 pounds</b>	x			

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**Physical requirements associated with the position can be best summarized as follows:**

**Sedentary Work:**

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

**HAZARDOUS WORKING CONDITIONS:** *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*

**Unusual or hazardous working conditions related to performance of duties:**

Essential duties and responsibilities associated with the classification involve working in typical county offices and surroundings where there are minimal risks and hazards associated with performing the requirements of the work.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

\_\_\_\_\_  
**Department Head's Signature**

\_\_\_\_\_  
**Date**

**Classification History:**

Prepared 8/2011 by BCC.

