

SHELBY COUNTY GOVERNMENT
SHELBYVILLE, INDIANA 46176

VACANCY NOTICE

*****INTERNAL APPLICANTS:** PLEASE NOTIFY DONNA OF YOUR INTEREST (with resume) NO LATER THAN July 17TH AT 1 PM.

***EXTERNAL APPLICANTS:** Please email a resume to Donna at dcook@co.shelby.in.us

DATE: July 12, 2017

POSITION: Legal Secretary

DEPARTMENT: Prosecutor's Office

NUMBER OF HOURS: 35 Hours weekly – Monday through Friday – 8am to 4pm

DUTIES: See attached Job Description

REQUIREMENTS: See attached Job Description/Prefer some legal work experience

SALARY: \$15.684 Hourly - COMOT 2

BENEFITS: Medical, Dental, Vision, Life, Perf retirement, Paid time off, Paid Holiday's, Paid Bereavement days, – all are available after applicable waiting periods per plan documents and/or handbook.

POSITION BEGINS: To be determined – As soon as possible

APPLICATION DEADLINE: **INTERNAL DEADLINE: 7/17/17 – External: Open until filled**

'All applicants considered for hire must obtain a criminal history background check. This background check must be completed prior to receiving an offer of employment. If selected for an interview, additional information will be provided at the time of interview.'

JOB DESCRIPTION ON NEXT PAGE

**POSITION DESCRIPTION
COUNTY OF SHELBY, INDIANA**

POSITION: Legal Secretary
DEPARTMENT: Prosecutor
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-F
JOB CATEGORY: COMOT 2

DATE WRITTEN: October 2000
DATE REVISED: November 2016

STATUS: Full-time
FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The job requirements listed in this document are representative of the knowledge, skill, and/or ability required. Shelby County provides reasonable accommodations to qualified employee and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as a Legal Secretary for the Shelby County Prosecutor's office, responsible for processing legal documents, maintaining files and court calendar.

ESSENTIAL DUTIES:

Prepares required case files as assigned, including preparing documents, entering charges on computer and filing in Clerk's office, and notifying appropriate officers and merchants by mail and telephone. Closes cases monthly as appropriate, including sending letters to victims and officers, prepares financial reports of funds received/bad checks, and updating related case and computer files.

Performs various clerical tasks as assigned, including taking dictation, typing, copying, notarizing, filing various documents, receiving and receipting fees, completing complaint affidavits, receiving/distributing incoming mail, preparing outgoing mail, entering data on computer, and scheduling/typing/distributing court calendar. Reviews, prints, and distributes various lab reports.

Answers telephone and greets office visitors, providing information and assistance, taking messages, or transferring/directing to appropriate individual or department. Responds to telephone inquiries regarding department policies and procedures and specific cases.

Pulls, organizes and prepares files for hearings as assigned, including preparing/ mailing correspondence and other documents, preparing/forwarding subpoenas to Sheriff for service, communicating with court personnel to verify hearing dates, communicating with appropriate individuals, such as attorneys, victims, law enforcement personnel, and defendants.

Prepares documents for court hearings and/or trials as assigned, such as briefs, motions, and pleadings, and submits to department attorney for review. Files pleadings, briefs and motions with the Clerk of the courts and court reporter. Notarizes various documents when necessary.

Screens complaint affidavits and determines which to forward to Deputy Prosecutor, delivers correspondence and documents to various county departments.

Transcribes taped statements from victims, suspects, witnesses, body wires, phones, and types supplemental reports.

Communicates with other counties and various agency personnel regarding certified copies and discovery.

Periodically performs duties of department personnel in their absence or as needed to maintain department operations.

Performs related and/or other duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma/GED. **Advanced education or legal experience preferred.**

Possession of or ability to obtain required certifications, such as Notary Public.

Working knowledge of department and standard office policies and procedures, computer programs used by the department, county court system, and related legal terminology and requirements, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to compose correspondence and prepare documents as assigned.

Knowledge of and ability to research information in various reference manuals, such as Indiana Trial Rule, Indiana Criminal Code, and other legal and research sources.

Ability to effectively communicate orally and in writing with co-workers, other county departments, state and local law enforcement agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to type with speed and accuracy, and properly operate a variety of standard office equipment, including computer, printer, telephone, fax machine, typewriter, copier, transcriber/dictaphone and postage meter.

Ability to provide public access while maintaining confidentiality of department information/records according to state requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace and personal conduct.

Ability to understand, memorize, retain, and carry out written and oral instructions, and present findings in oral or written form.

Ability to work with others in a team environment.

Ability to work on several tasks at the same time, often under time pressure, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with violent/irate persons.

Ability to respond to situations involving potential physical harm during appointments, and depositions.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs a variety of standard, recurring duties according to well-established department policies and procedures and legal requirements, with priorities determined by supervisor and court filing deadlines. Incumbent receives indirect or occasional supervision with work periodically reviewed in progress for technical accuracy and compliance with legal requirements and department policy. Errors in work are usually prevented through legally defined procedures and are detected through supervisory review and notification from other departments, agencies or the public. Undetected errors may result in loss of time for correction and/or inconvenience to other agencies or the public.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other county personnel, law enforcement and court personnel, and the public for the purpose of exchanging and explaining information.

Incumbent reports directly to Office Manager and/or Deputy Prosecutor.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment involving sitting for long periods, hearing sounds/communication, close and far vision, depth perception, handling/grasping/fingering objects, lifting objects weighing less than 40 pounds, reaching, color perception, occasionally walking to other county buildings, and exposure to potentially violent/irate individuals.