



CLASS SPECIFICATION

Class Title: Legal Secretary I
Department: Attorney
FLSA: Non-exempt

Class Code: 1130
Eff. Date: 1/1/82
Grade: 14
Revised: 5/24/22

GENERAL PURPOSE

Under general supervision from an administrative authority, performs legal secretarial duties.

EXAMPLE OF DUTIES

Incumbents in this classification may be assigned to perform administrative support duties in the District Court or Juvenile Court or Justice Court.

Types a variety of legal documents and correspondence including letters, information, summons, subpoenas, search warrants, investigative subpoenas, etc., requiring judgment as to accuracy and completeness; follows paperwork and cases through to completion.

May review incoming questionnaires and probable cause affidavits for completeness including type of offense and severity of crime; assures all necessary reports and background information are assembled for the screening attorney.

Transcribes dictation and recordings of witness interviews and other recorded proceedings; docket cases and prepares case files; organizes and assembles court calendars; schedules items on court calendars.

Assignments may include: assisting with Drug Court and Drug Diversion programs including interviewing defendants, preparing court documents and updating databases.

Works with confidential and sensitive matters including information detailed/used in criminal cases, in complaints or lawsuits against the County or its employees, and information included in pending contracts.

Answers telephones; determines callers' needs and directs them to the proper individual, office, or agency for assistance; promptly assists visitors entering the office; responds to procedural questions.

Sorts and reviews incoming mail; accurately determines the proper processing and handling of the mail.

Contacts law enforcement agencies, court personnel, witnesses and attorneys.

Duties/Responsibilities specific to the Civil Division: becomes familiar with Davis County Attorney Office documents and serves as the records specialist for the Davis County Attorney's Office. May perform research as needed. Assists the Davis County Risk Analyst with the claims handling process, the County Safety team and Risk Committee, and in other related areas as needed.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from high school and two (2) years of secretarial experience including a minimum of six (6) months of legal secretary experience; related education may be substituted for experience on a year-for-year basis.

2. Special Qualifications:

Must pass a criminal history background investigation.

Must be (or become within six months of hire date) certified to access records through the Utah Criminal Justice Information System (UCJIS).

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: modern office practices and procedures; proper grammar, spelling and punctuation. Working knowledge of legal terminology and procedures as required by the position.

Skill in: keyboarding at 50 wpm (net); operating modern office equipment including (but not limited to) a multi-line telephone, fax machines and copiers; proficiently operating computer equipment, applicable software and database programs; professional telephone etiquette and assisting callers.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: exercise initiative and sound judgment and to react resourcefully under varying conditions; maintain accurate records and strict confidentiality of information and records; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, other employees, the courts, law enforcement agencies, victims/witnesses, other agencies and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.**