Position Title: Legal Secretary
Date: December 2018

Purpose of Position: Under the direction of the District Attorney, the Legal Secretary is responsible for providing legal and confidential secretarial support to the District Attorney.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Transcribes or prepares letters, resolutions, ordinances, opinions, complaints, search warrants, bench warrants, writs, orders to transport, motions, orders, subpoenas, dismissals, proceedings, agreements, reports, summons, and other legal documents as required.

2. Processes juvenile referrals; assigns attorney to case; prepares juvenile petitions, disposition orders, and other documents; sets up temporary physical custody hearings as required; contacts human services and social workers regarding hearings and other matters; maintains hearing and other files. Prepares Termination of Parental Rights petitions, orders, and publications.

3. Provides assistance and support to the District Attorney in compiling data in the preparation of the department budget; tracking and monitoring department expenditures and budget balances; collects, receipts and prepares deposit slips for restitution; assists in the preparation of financial data/forms for the Finance Department or department, as required; submits billing and invoices to State of WI for expense reimbursements; maintains, monitors, and reconciles DA trust checking account, restitution amounts, and prepares and issues checks to victims for restitution; maintains records of salaries, fringe benefits and expenses for victim/witness program and submits to state and federal agencies for reimbursement. Prepares and submits requisitions for department purchases.

4. Prepares files for court hearings; reviews court calendar, ensuring that all required documentation for scheduled cases is available; ensures that criminal complaints are typed and filed with the Clerk of Courts Office.

5. Maintains computer records; opens case files, assigning attorney and entering court dates, deadlines, jury trials, tickle dates, and other information; enters disposition information into case files; closes files as appropriate.

6. Maintains files of intoxilyzer reports, technician certifications, and simulator solution reports from the State, State Patrol, County Sheriff's Department, and Menomonie Police Department for OWI cases

7. Answers calls and greets visitors providing information and assistance, taking messages, and directing calls, as appropriate.

8. Prepares all paperwork associated with the processing of vehicle forfeitures.

9. Performs other duties of a comparable level/type, as assigned.

Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:

- Fundamentals of court procedures and processes.
- Knowledge of office management practices and County administrative policies and procedure.
- Knowledge of legal terminology, legal forms, legal reference materials and legal documents.
- Knowledge of standard clerical/secretarial practices and procedures.
- General fundamentals of bookkeeping and financial recordkeeping routines and County administrative procedures pertaining to departmental financial operations (e.g. purchasing, revenue collection, invoicing, accounts payable, budget reporting, etc.).
- Knowledge of county, state and federal statutory requirements regarding legal documentation and recordkeeping.
- Operation of computers & business productivity software (e.g. word processing, spreadsheets, email, browsers, scheduling software, etc.) & any specialty software that may be used by department in the performance of the job.
Skilled in:

- Preparing a variety of legal documents, forms, materials and correspondence.
- Performing transcription from dictation.
- Preparing administrative support functions in the office including preparation of confidential correspondence, preparation of billing vouchers, maintaining department records and files.
- Applying and using legal terminology.
- Assembling, tracking, recording and preparing financial forms and records used in tracking budgets, purchasing, billing for services, and recording of revenues requiring financial recordkeeping skills.
- Preparing documents, coordinating legal actions, scheduling hearings with attorneys, witnesses, and others and preparing all the required orders, legal documents and forms required to process cases.
- Ability to prioritize, organize and complete assignments with minimal direction.
- Reading, understanding and applying legal concepts, rules and guidelines in the processing and preparation of legal and documents.
- Customer service and office etiquette skills.
- Preparing and maintaining numerical and narrative reports.
- Using and operating computers and business productivity software (e.g. word processing, spreadsheets, internet, presentational software, etc.).
- Demonstrated word processing and keyboarding skills.
- Proofreading for correct grammar, vocabulary, and spelling.
- Basic business mathematics.
- Establishing and maintaining working relationships with other departmental staff, attorneys, other county employees and the public.

Applying departmental and County policies and procedures pertaining to confidentiality.

Qualifications: Requires a minimum of 3 years previous legal secretarial experience; or any combination of education and experience that provides equivalent knowledge, skills, and abilities; demonstrated skills in word processing and machine transcription.
PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

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.

<table>
<thead>
<tr>
<th>TESTING REQUIREMENTS: In order to qualify, an applicant must have a minimum passing scores on the below tests.</th>
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<tbody>
<tr>
<td><strong>Minimum Passing</strong></td>
</tr>
<tr>
<td>Verb Comprehension                                           18</td>
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<tr>
<td>Numerical Ability                                            27</td>
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<tr>
<td>Visual Speed and Accuracy                                    95</td>
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<tr>
<td>Typing test from straight copy                               55 wpm</td>
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