

Legal Administrative Specialist II



Position Description

Status

Full-Time, Nonexempt

Compensation

B23

Bargaining Unit

Non-Bargaining

Reports to

Prosecuting Attorney

Supervises

None

Position Category

Specialist

Summary

Performs varied secretarial & support functions for the legal staff of the Prosecutor's Office. Responsible for the processing of criminal and civil files from initiation to closure. Activities include preparing and processing legal documents, typing and generating warrants, petitions, pleadings, and correspondence including Victim Rights letters, maintaining case files, & providing general secretarial support to all office attorneys. Responsible for all functions relating to court matters such as the scheduling of witnesses, court dockets, and Victim Rights matters.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Prepares motions, orders, stipulations, warrants, petitions, subpoenas, Victim Rights (VR) letters & other legal forms (LEIN extension, Writs, Appellate Form, etc) Documents and prepares proofs of service as appropriate. Prepares briefs, answers and correspondence for the Prosecuting Attorney and Assistant Prosecuting Attorneys (PA/APA), assists with new employee orientation. Proofreads documents for spelling, punctuation, grammar and format. Provides court room assistance including AV for trial attorney. Assists with other support staff tasks and training.
2. Maintains criminal and civil case files. Receive notices and posts daily in the scheduling book. Performs data entry of case info into electronic records, locates open files corresponding with notices. Researches prior defendant information/documentation from other police agencies and county/state courts within Michigan and other states. Files lab reports and exhibits with court and defense attorneys prior to court date, continually updating files until cases are closed. Pulls appropriate files for court dates scheduled. Files documents received from court, defense attorneys and witnesses for open and closed files. Closes files upon case completion, completes data entry requirements and informing victims and law enforcement of disposition.

3. Maintains dockets for judges and attorney/referees. Generates subpoenas when notices have been received from the courts and updates data entry. Generates personal subpoenas for police agencies to serve on witnesses involved. Generates mailer subpoenas and mails to appropriate witnesses. Reviews scheduling book to ensure accuracy of cases that are moving forward, adjourned, and have pleas entered. Prepares Circuit Court jury information for Prosecuting Attorneys.
4. Functions as lead legal secretary. Assists other legal secretaries and provides back-up for absent secretaries as needed.
5. Performs duties related to Civil Forfeitures, including preparing drug forfeiture documents for filing with the Circuit Court; mailing forfeiture complaints to claimant by certified/restricted delivery mail service. Completion of real estate forfeitures with the Register of Deeds.
6. Oversees bi-monthly vouchers for the department as required, includes maintaining bookkeeping records of all expenditures and calculates remaining funds available to department. Assists in preparation of payroll.
7. Maintains and troubleshoots general office equipment including, computers, printers, fax machine, copy machine, label machine, DVD/CD burner, document folder, poly-com system, telephone, and television with DVD/VCR process. Assists all attorneys with computer equipment set-up in all courtrooms.
8. Serves as a Secretary to Prosecuting Attorney, Chief Assistant Prosecutor and all Assistant Prosecuting Attorneys for tasks not directly related to court cases including but not limited to new employee orientation and on boarding, correspondence, PACC/PAAM and County liaison. Webinar and Poly-com set-up and execution.

Competencies

Competencies are listed below.

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

Supervisory Responsibility

This position does not have direct supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

Travel

Travel is required to access County buildings and other locations for training purposes.

Required Education and Experience

1. High School Diploma or GED equivalent.
2. Prefer advanced coursework in word processing and legal secretarial areas.
3. Five (5) years of secretarial experience in a legal setting including legal/court terminology and procedures as well as experience with computer systems.
4. LEIN (Law Enforcement Information Network) certified, or ability to become certified within 30 days of hire
5. Judicial Data Warehouse (JDW) user or eligibility to become a user within 30 days of hire

Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

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.

Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____