

Legal Specialist



Position Description

Status

Full-time, Nonexempt

Compensation

B22

Bargaining Unit

Non-Bargaining

Reports to

Chief Public Defender

Supervises

None

Position Category

Specialist

Summary

Provide litigation and administrative support for the staff of the Public Defender Office and Director. Activities include preparing and processing legal documents, files and correspondence, maintaining case files and providing general legal administrative support. At the direction of OPD Administration, assists in preparing reports regarding services rendered and collects and assists in compiling data and feedback regarding Public Defender services. Conveys information to all department staff regarding client needs, provides scheduling and tracking services and follow up on services to be delivered.

Essential Functions

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

1. Responsible for administrative tasks such as and not limited to: typing, proofreading, editing and filing legal documents, forms and reports and correspondence related to litigation. Maintains files and keeps records organized and up to date.
2. Answers a wide variety of inquiries from the public, court personnel, defense attorneys and law enforcement personnel and determines how to prioritize tasks for efficient and effective representation.
3. Assists with coordinating staff meetings and other large department gatherings.
4. Manage daily notices, internal and external schedules and multiple calendars.
5. Prepares jury information for Public Defender's Office. Maintains Witness/subpoena information for efficient use of resources.
6. Maintains department supplies inventory, including placing orders and distribution of supplies, legal forms and law library resources.
7. Receives, date stamps, processes and distributes mail and other documents.

8. Ensures that procedures and manuals are documented and updated as necessary.
9. Assists in preparing reports regarding services rendered and collects and assists in compiling data.
10. Performs other administrative functions & projects as assigned.

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 Graduation or equivalent.
2. Two (2) years of experience in customer service, administrative and legal matters.
3. Two (2) year of experience with computer software and equipment including the use of a multiple line phone system.

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 _____