



WORKING TITLE: LEGAL SECRETARY	CLASSIFICATION: SENIOR OFFICE SPECIALIST
DEPARTMENT: DISTRICT ATTORNEY	DIVISION: CRIMINAL
PAY RANGE: OPEU 10	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8820
PPE: PER WORK LOCATION	REVISION DATE: March 2025

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs advanced secretarial duties to direct and participate in administrative support of work-flow within the District Attorney’s office. This may include preparation of Legal documents. Performs a full range of general and advanced secretarial tasks Must be able to exercise considerable independent judgment in carrying out general and or specialized duties. Performs tasks of a more complex nature than other Office Specialists I and II.

SUPERVISION RECEIVED:

Works under the direct supervision of the Office Manager and Chief Deputy District Attorney.

SUPERVISION EXERCISED:

Supervision is not a responsibility of this class.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- **Greets the general public in person and on the telephone**
 - Assists at the reception desk as needed. Often takes call from the public or other parties regarding related cases, e.g., attorneys, victims, and officers.
- **Performs computer input & related research**
 - Uses and updates electronic case management systems (PBK).
 - Composes correspondence as needed.
 - Prepares some statistical reports as required.
 - Files appropriate legal documents with the courts and in office files on a daily basis. This includes e-filing.
 - Obtains Criminal Histories using LEDS.
 - Obtains certified copies of documents from other jurisdictions and government agencies.
- **Performs Direct Support to Assigned Deputy District Attorney**
 - Completes required data entry on criminal cases and independently assess next action to be taken.
 - Requests and ensures all reports and paper or digital evidence are obtained, and discovery is provided to appropriate parties in a timely manner and invoiced

- appropriately.
- Requests reports and records from agencies or providers.
 - Ensures physical files are assembled when required or requested and closes electronic and physical files.
 - Issues subpoenas' and follow up on service.
 - Calls witnesses, officers, and parties, regarding trial status, including calling off subpoenas.
 - Completes daily filing as required.
 - Other duties as assigned by a supervisor.

JOB SPECIFICATION

KNOWLEDGE OF:

- Office procedures and alphabetical filing.
- Confidentiality rules, especially those specific to program area.
- Appropriate Agency partners and community resources.

SKILL IN:

- Organizing materials and documents.
- Developing and maintaining professional relationships.
- Communicating orally and in writing.

ABILITY TO:

- Respond to general & specific questions regarding the District Attorney's Office inclusive of the ability to accurately provide information in reference to case status and refer to appropriate program partners.
- Interact effectively with persons in difficult and stressful situations.
- Maintain cooperative professional relationships with customers, peers, supervisors, managers, and the community in general.
- Write concisely and perform administrative tasks, including documenting via electronic systems.
- Operate in the Microsoft Windows environment inclusive of using Excel, database management and record keeping programs.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

High school diploma/GED and one year related clerical experience. Experience in a Legal Office is preferred.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Incumbent may encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public in office environments may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.