

PLEASE POST !!!

OPEN POSITION

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION:

12 HEAD LEGAL SECRETARY – PUBLIC DEFENDER
\$13.8623/hr. - 40HRS/WK.

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 10/13/2021

REMOVE: 10/20/2021

**MONROE COUNTY, PENNSYLVANIA
CLASSIFICATION SPECIFICATION**

**CLASSIFICATION TITLE: 12 HEAD LEGAL SECRETARY
PUBLIC DEFENDER**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide specialized secretarial and administrative support to the Public Defender and Assistant Defenders within the Monroe County criminal justice system. Duties and responsibilities include, but are not limited to: typing and preparing various correspondence and legal documents; answering incoming telephone calls and providing information to clients, outside agencies and the public; transcribing legal tapes; and performing other duties as assigned. Performs duties of Legal Office Manager in manager's absence

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Prepares, types and drafts various legal documents and correspondence to include letters, motions, petitions, appeals, legal memoranda and briefs, jury instructions, investigative statements and reports and other documents; reviews information for accuracy and completeness; makes corrections and/or additions as needed; obtains approvals and signatures for attorneys as necessary; distributes documents to other departments, agencies, and/or personnel; maintains copies for departmental files and future reference; maintains confidentiality of client matters and all legal documents.

Takes minutes and/or dictation of various hearings and meetings; transcribes according to desired county and legal format; reviews documents with individuals involved in meetings; ensures accuracy of information; makes corrections as needed; submits to appropriate individual(s) for review and approval; forwards to Common Pleas or Appellate Court Prothonotary and/or Clerk of Courts; maintains copies for departmental files and future reference by authorized individuals.

Maintains schedule for assigned attorneys; arranges and schedules appointments, conference calls and meetings; schedules hearings; notifies individuals of dates and times and cancellations and/or changes in appointment times and dates.

Conducts file research and locates files, applicable judicial opinions, and orders to be used by attorneys during decision making process; creates, supplements and maintains case files; enters information into computerized database; ensures information is accurate and complete; prepares files for trials and hearings; updates and/or make corrections as necessary, boxes, archives and/or purges outdated files as necessary; maintains confidentiality of all client and other information as required.

Compiles information and statistics for various internal and outside agency reports and surveys, rosters and correspondence; obtains information and data as required; examines data for

relevance; reviews information with attorneys, and/or other personnel as necessary; prepares reports when required; maintains copies for future reference and use by authorized individuals.

Serves as liaison between assigned attorneys, outside agencies, law enforcement, defendants, and other individuals; answers questions and provides information as required; contacting attorneys regarding motions and orders.

Greets visitors, attorneys and the general public as necessary; answers questions and provides information; resolves conflicts and/or problems; collect necessary information; makes copies and files for departmental use.

Receives and screens incoming telephone calls for attorneys, and other individuals; routes calls and/or takes messages as necessary; answers questions from staff, law enforcement, outside agencies, the public or other individuals as necessary; provides information accordingly.

Utilizes various office equipment such as personal computer, calculator, fax machine, typewriter, photocopier, and other equipment as necessary to perform daily duties; used various computer software in the preparation of reports, documents and case tracking and maintenance; keeps apprised of changes in equipment and software; learns new programs as necessary.

Maintains inventory of office and other supplies; receives requests from other individuals for supply orders; orders replacements materials as needed.

As necessary in backup role, receives incoming mail; sorts and distributes to appropriate individuals; prepares certified letters and outgoing mail; processes UPS and overnight packages; delivers to appropriate location.

Performs other administrative duties such as making photocopies; faxing documents, assisting other administrative and support staff with assignments, tracking cases, locating and printing docket entries, reviewing and organizing documents, maintaining leave records, and performing other duties as required during the day-to-day operations of assigned division.

Performs duties of Legal Office Manager in manager's absence

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by three (3) years previous experience and/or training that includes responsible legal, criminal justice and/or administrative functions required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to establish standards for the purpose of recognizing actual or probably interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplications, and division.

Functional Reasoning: Requires the ability principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirement: Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with the disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.