

County of Leelanau
Job Description

ADMINISTRATIVE LEGAL SECRETARY

Supervised By: County Prosecutor

FLSA Status: Non-Exempt

General Summary:

Managerial position under the supervision of the Prosecuting Attorney; provides support to the prosecuting attorneys and makes sure the office is running smoothly with emphasis on the practice of law. Performs various administrative and clerical duties with emphasis on legal document preparation, case docket management, correspondence, file maintenance, and office management. Activities require an extensive knowledge of the court system, rules, regulations, policies and procedures and the exercise of considerable initiative, independent judgment, and a high degree of accuracy. Employee is exposed to sensitive issues and confidential information requiring the utmost discretion in handling administrative tasks.

Essential Duties and Responsibilities:

An employee in this position must be able to perform the following essential functions satisfactorily; however, these examples are not the only duties which the employee may be expected to perform.

- Organizes and maintains an extensive criminal, civil and administrative record system. Opens and closes felony and circuit court case files, records actions and assures that all necessary documents and records are accurate and available for presentation in court or administrative decision-making. Maintains felony files, including Motion and Answer binders and records. Calendars court appearances and prepares subpoenas and writs as necessary for defendants and witnesses. Maintains administrative files, research files and civil files.
- Maintains employee personnel records and time sheets; submits timesheets to the Prosecutor for approval and forwarding to the Accounting Department.
- Prepares and types legal forms and documents that are sensitive and confidential in nature, such as criminal and civil complaints, arrest and search warrants, summons, subpoenas, petitions, motions, and briefs, as well as reports and policies. Proofreads for accuracy and completeness. Drafts court documents for prosecutors' review using much independent judgment.
- Prepares other correspondence, forms, and reports as required such as acknowledgements, responses to questions on factual matters, follow-ups of previous

communications and other matters and transcribes from dictation or takes shorthand when necessary.

- Schedules meetings and appointments for professional staff, as needed.

Receipts and processes the mail daily, screens, docket and/or routes correspondence, court notices, reports and information for the prosecutor and other staff, exercising judgment as to importance and priority. Uses discretion in releasing information to the media, attorneys, and the public in general. Maintains a follow-up system for court and other deadlines.

- Tracks and maintains Court of Appeals and Michigan Supreme Court files.
- Acts as True File administrator and electronically files documents for Circuit Court felony cases and civil cases, Michigan Court of Appeals cases, and Michigan Supreme Court cases.
- Acts as Freedom of Information Act coordinator for the Prosecutor, logging and responding to all requests in a timely manner as required by law to insure statutory compliance. Receives, screens and responds to requests from the media, government agencies, other lawyers and the public for release of case file information, exercising discretion and using knowledge of Freedom of Information Act (FOIA) and protected, privileged and confidential matters.
- Coordinates and delegates duties to clerical staff, meets deadlines, oversees the office work flow, trains staff, reviews and determines staff needs and resolves problems arising in the office. Assists in interviewing and selecting job applicants. Assists in establishing departmental policies and procedures.
- Assists the Prosecutor in preparing the departmental budgets, including the Prosecutor's Office, Family Support, and Victim's Services. Approves expenses less than \$100.00. Prepares vouchers, arranges travel accommodations and prepares necessary paperwork for payment. Keeps statistical records and prepares reports as required for budgetary purposes and policy decisions. Screens all purchases of supplies and equipment, accounts payable and accounts receivable, and monitors budgetary compliance. Prepares transmittal and submits funds received for FOIA, etc to the Treasurer's Office at the end of each month.
- Receives, screens and routes telephone calls, exercising discretion in the release of information and method and priority of handling. Schedules meetings and appointments, and greets visitors, directing them to the proper office.
- Notary Public certification is required.

- Performs other related duties as assigned, including duties of other clerical staff on a cross-trained basis as workloads, temporary absences and emergencies dictate.
- Acts as the department's liaison with the IT Department, technicians and support staff when technical problems occur.

Employment Qualifications:

Education: Possession of a high school diploma or the equivalent.

Experience: Secretarial experience in a legal setting or the equivalent will be considered.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job are considered.

A criminal background check and fingerprinting are required prior to employment.