



## CLASS SPECIFICATION

Class Title: Legal Secretary II  
Department: Attorney  
FLSA: Non-exempt

Class Code: 132  
Eff. Date: 1/1/82  
Grade: 14  
Revised: 9/25/17

### GENERAL PURPOSE

Under general supervision from an administrative authority, performs technical legal secretarial duties in the preparation of court cases requiring considerable exercise of independent judgment.

EXAMPLE OF DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of the class.)

Incumbents in this classification may be assigned to perform administrative support duties in the District Court or Juvenile Court.

Types a variety of legal documents and correspondence including informations, summons, subpoenas, search warrants, investigative subpoenas, etc., requiring judgment as to accuracy and completeness; follows paperwork and cases through to completion.

Reviews incoming questionnaires and probable cause affidavits for completeness including type of offense, severity of crime and completeness of facts; runs criminal history checks in BCI database; researches and obtains all necessary background information prior to referral to the screening attorney.

Transcribes dictation, interviews and investigative reports of a confidential and sensitive nature; docket cases and prepares case files; organizes and assembles court calendars assuring all necessary documents for court are prepared; alerts attorneys to problems with calendared cases; schedules items on court calendars.

Accompanies prosecutors to courtrooms at least once each week for the purpose of accurately updating the database system as to events/activities occurring on cases on the court's Law and Motion and/or Central Arraignment calendars. Assists prosecutors with questions that arise regarding other cases, booking information, warrants, etc.

Under the direction of the assigned special programs coordinator, assists with Drug Court and Drug Diversion programs including interviewing defendants, preparing court documents and updating databases.

Works with confidential and sensitive matters including information detailed/used in criminal cases, in complaints or lawsuits against the County or its employees, and information included in pending contracts.

Under the direction of the assigned special programs coordinator, assists with special prosecution cases including preparation of pleadings, schedules, exhibits, presentation materials, witness interviews, travel arrangements, etc.

Answers telephones; determines callers' needs and directs them to the proper individual, office, or agency for assistance; promptly assists visitors entering the office; responds to procedural questions.

Contacts law enforcement agencies, court personnel, witnesses and attorneys.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from high school and one (1) year of college level coursework in secretarial training, plus at least three (3) years of progressively responsible experience as a legal secretary, two (2) years of which must be as a Legal Secretary I in a prosecutor or District Attorney office; *OR* an acceptable combination of education and experience; related education may be substituted for up to two years of Legal Secretary experience on a year-for-year basis.

2. Special Qualifications:

Must pass a criminal history background investigation.

Must be certified to access records through the Utah Criminal Justice Information System (UCJIS).

Furnish personal transportation for on-the-job travel; employees driving a personal or a County vehicle for job related travel must possess a valid driver license and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

3. Necessary Knowledge, Skills and Abilities:

Thorough knowledge of: modern office practices and procedures; proper grammar, spelling and punctuation; organization and jurisdictional requirements of the Utah court system; proper format for court documents in Davis County; protocol for filing documents and obtaining judges' signatures; steps for investigation and filing of criminal charges. Working knowledge of legal terminology.

Skill in: keyboarding at 50 wpm (net); transcribing dictation as required by the position; operating modern office equipment including (but not limited to) a multi-line telephone, fax machines, and copiers; proficiently operating computer equipment, applicable software and database programs; professional telephone etiquette and assisting callers.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: exercise initiative and sound judgment and to react resourcefully under varying conditions; maintain accurate records and strict confidentiality of information and records; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, other employees, the courts, law enforcement agencies, victims/witnesses, other agencies and the general public.