

JOB DESCRIPTION

LEGAL SECRETARY

JOB TITLE: LEGAL SECRETARY

- This is full-time; Monday through Friday position.
- This position would report to the Ohio County Prosecuting Attorney.
- This position would be responsible for managing our miscellaneous case load which includes some of the following tasks Extraditions, Interstate Agreement on Detainers, Governor's Warrants, Expungements, Forfeitures, handling and filing paperwork for Special Prosecutor matters, Preparing Out of State Witness paperwork, Subpoena Duces Tecums, Circuit Court Subpoenas, Writs, filing of miscellaneous Petitions and Motions, Parole Responses, and researching individuals in our system for the FBI National Instant Background Check System.
- This position would also assist in other areas of the office as the need arises.

BENEFITS:

The Ohio County Commission offers a very competitive salary and benefits package to its full-time employees. These benefits include medical, dental, vision, life insurance, retirement, generous vacation time, sick time and holidays.

- Pension through West Virginia Public Employees Retirement System.
- Health, Dental and Vision insurance through United Heath Care.
- Term life insurance in the amount of \$30,000.
- Paid Vacation
- Paid Sick Days
- Twelve (12) paid holidays per year.
- Ability to apply for student loan forgiveness once you meet the criteria
- Ohio County is an Equal Opportunity Employer
- Ohio County advises job applicants that it does not discriminate on the basis of disabled status
- Ohio County is a smoke-free and drug-free workplace

QUALIFICATIONS:

- High School Diploma required; Associate degree or higher preferred.
- Proven work experience as a Legal Secretary.
- Applicable knowledge of motions, orders, discovery, evidence, criminal legal pleadings, court rules, procedures, practices, etc.
- Highly organized with the ability to work under pressure of multiple deadlines in a fast-paced and challenging environment.
- Proficient in the use of computers and basic computer programs such as Word, Outlook, Excel, legal database software, etc.
- Possess strong writing and communication skills with attention to detail

TRAITS:

- Strong work ethic, integrity and maintaining confidentiality is critical
- Must be resourceful, dependable, empathetic, approachable, dedicated and mindful.
- The ideal candidate will have excellent time management skills, be a team player and be detail oriented

RESPONSIBILITIES AND DUTIES:

- Assist and support attorneys with their work as needed.
- Enhance attorney effectiveness by providing information-management support and representing the attorneys to the public and others.
- Welcome guests and the public by greeting them in person or on the telephone, and by answering or directing inquiries.
- Maintain working relationships with pro se litigants, public defenders, assigned counsel, guardian ad litem, case workers, court appointed special advocates, law enforcement, family members, court staff, support staff, and other members of the prosecutor's office;
- Produce information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics to help coordinate case preparation.
- Read, research, review, verify, and routes correspondence, reports, and legal documents.
- Draft, revise, and edit letters, orders, legal pleadings and other written documents, and collect and analyze information.
- Maintain attorney calendars by planning and scheduling meetings, hearings, etc. in Outlook.
- Maintain confidentiality of matters and information that are protected by law and not public knowledge.
- Use the State's electronic filing system to file cases and legal pleadings.
- Create and maintain files in the court management program.
- Assist in maintaining office supplies and equipment.
- Attend staff meetings, and any required continuing education as directed.
- Performs all other duties assigned, delegated or required of a Legal Assistant, as well as those outlined above.

EQUAL OPPORTUNITY EMPLOYER