

**Grundy County
Job Description**

Job Title: Assistant Legal Secretary
Department: Public Defender
Reports to: Legal Secretary/Office Manager
FLSA Status: Exempt
Salary Range: \$8.25 hour / 20 hour week
Approved date: November 12, 2018

SUMMARY

Provide clerical support to the Public Defender's office, including but not limited to answering telephones, scanning closed files, jail visits with the attorney's and other office duties as assigned, limited technical and analytical activities as needed. The emphasis of this position is in providing administrative support to the Public Defender's Office in pursuing goals and objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following:

1. Provide administrative support to the Public Defender's Office including, but not limited to:
 - a) Greeting the public, answering telephone, typing correspondence and providing office and clerical assistance normally found in the modern office environment.
 - b) Process incoming/Outgoing mail.
 - c) Assist in preparing, distributing, tracking and processing paperwork, and forms, for Public Defender activities.
 - d) Maintain and update department records in both electronic and paper database systems.
 - e) Create and open files for new and existing cases within the Public Defender's office.
 - f) Maintain and monitor Department calendar both hard copy and Google for attorneys within the Public Defender's office.
 - g) Attend court at least 2 times a week with the attorneys within the Public Defender's office.
 - h) Maintain and retain notes and distribute "Next Date" reminder notices to clients.
 - i) Scan closed files and assist in the overall maintenance of the Public Defender case files.
 - j) Participate in jail visits as needed with the attorneys within the Public Defender's office.
 - k) Performs clerical activities in support of Public Defender programs.
2. Abide by policies of the Grundy County Personnel Manual.
3. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

Experience with MS Office products.

Typing speed of 35 words per minute

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma required or general education degree (GED).

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak politely and effectively to the public and other employees.

MATHEMATICAL SKILLS

Ability to perform basic mathematical calculations. Ability to add, subtract, multiply and divide in all units using numbers, common fractions and decimals.

REASONING ABILITY

Ability to define problems, collect data establish facts and draw valid conclusions. Ability to deal effectively with problems or challenges arising during the course of routine activities, as well as knowing when to seek assistance to ensure satisfactory resolution is achieved.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid Illinois Driver's License

PHYSICAL DEMANDS

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

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Send resume and salary requirements to HR@grundyco.org with "Assistant Legal Secretary" in the subject of the email, or mail to Grundy County Administration, 1320 Union Street, Morris, IL 60450.

No phone calls please.