

## County of Grundy

### Job Posting



**Date of Posting:** August 17, 2021  
**Applications Accepted:** Posted until filled  
**Job Title:** Legal/Civil Secretary  
**Department:** State's Attorney  
**Reports to:** State's Attorney  
**FLSA Status:** Full-Time, 40 hours per week, Non-Exempt  
**Rate of Pay:** \$15.00 to \$17.50 per hour

#### **SUMMARY:**

Under general supervision of State's Attorney, this position performs administrative tasks for employees within the State's Attorney's office.

#### **GENERAL SECRETARY DUTIES:**

Support attorneys in a legal setting  
Answer phones, receive and relay messages  
Handle counter issues {traffic tickets, dealing with public, general questions)  
Contact local agencies for reports, etc. on pending cases  
Copying  
Maintain hard copies and electronic copies  
Filing  
Incoming/outgoing mail  
Create new files  
Run dockets daily and for future dates with special calls  
Pull all files for daily calls and special calls {Diversion Court, Final Status)  
Fill out arrest cards to send to state police  
Monthly case dispositions to all agencies.  
Order file jackets and labels  
Determine matters of priority and handle accordingly  
File documents with Circuit Clerk's office  
Prepare Notices and Subpoenas for misdemeanor cases  
Other duties as assigned

#### **FOR CIVIL ATTORNEYS:**

Handle all email for civil assistant  
Email documents to County Board members  
Dictation for civil matters  
Preparing and drafting correspondence and legal papers {summons, complaints, motions, responses, writs, subpoenas) under the supervision of attorneys  
Maintain and monitor calendar for civil assistant  
Correspond with child support parties pertaining to dates, payments, etc. Assist in determining child support payments and arrearages  
Follow up with Civil Assistant State's Attorney to get daily duties  
Ensure that each child support case has proper documents placed in file prior to court date Prepare office correspondence (letters, memos) from attorneys

Alert attorneys about cancellations, new meetings and changes in the court call  
Consult with attorneys to prepare for cases  
Schedule meetings  
Prepare County documents (resolutions, ordinances, memorandums)

**FOR JUVENILE DUTIES:**

Preparing and drafting correspondence and legal papers (summons, complaints, motions, responses, writs, subpoenas) under the supervision of attorneys  
Contact local agencies for reports, etc. on pending cases  
Ensure that each juvenile case has proper documents placed in file prior to court date  
Prepare office correspondence (letters, memos) from attorneys  
Alert attorneys about cancellations, new meetings and changes in the court call  
Consult with attorneys to prepare for cases  
Maintain and monitor calendar for juvenile call

**EDUCATION AND/OR EXPERIENCE:**

High school diploma or general education degree (GED). Knowledge and/or previous work experience in criminal legal work and/or the court system. Experience with Microsoft products, including email required. Qualified candidate will have strong organizational skills, attention to detail, and ability to handle multiple priorities.

This employee must regularly lift and/or move up to 10 pounds.

Any qualified applicant with a disability and requiring reasonable assistance or accommodation to the application and/or interview process should contact the HR Department.

**TO APPLY:** Candidates must meet the minimum requirements of the position in order to be considered. Send resume and salary requirements to [hr@grundyco.org](mailto:hr@grundyco.org) with ***“Legal/Civil Secretary”*** in the subject line.

***No phone calls please.***

*Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1-103).*