



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Legal Secretary</u>	NEW: <u>X</u>	REVISED: <u> </u>
<small>(Please check one)</small>		
REPORTS TO: <u>Prosecuting Attorney's Office</u> <u>Administrator</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>10/11</u>
DEPARTMENT: <u>Prosecuting Attorney</u>	JOB CODE: 601	

DEFINITIONS:

With close supervision, provides administrative and clerical support for attorneys and other legal personnel in the Boone County Prosecuting Attorney's Office.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Prepare settings for jury trials, preliminary hearings, court trials, and probation violations by entering settings into the computer and provide to attorney for subpoena; copy and send discovery to defense attorneys; type releases for bonds of arrests when charges are not filed; type letters and court-related documents; type and prepare jury instructions, witness and exhibit lists.

Serve as Secretary to Assistant Prosecuting Attorneys; proofread letters, records, reports, and other legal documents; compose routine replies and letters to incoming mail; code, sort, and file materials; maintain office filing system; copy and distribute reports and evidence to defense attorneys for disclosure; prepare legal documents and correspondence such as complaints, motions, and other information.

Prepare Writs of Habeas Corpus for Circuit and Associate Circuit Court and lodge detainers for defendants incarcerated in Missouri Department of Corrections.

Provides coverage for peers; handles incoming and outgoing mail; assists other office staff with secretarial duties; assists with special projects as directed by the Office Administrator.

KNOWLEDGE AND SKILL:

1. Good knowledge of legal processes and terminology.
2. Good knowledge of the criminal justice system in the State of Missouri.
3. Good knowledge of the court system in the State of Missouri.
4. Skill in reading and preparing legal documents.
5. Skill in the use of a personal computer
6. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments and the public.

MINIMUM QUALIFICATIONS:

High school diploma or GED and five years secretarial/office management experience; ability to type 55 wpm.

APPROVALS:

Department Director: _____ Date: _____
(signature)

HR Director: _____ Date: _____
(signature)