

**Job Description: SECRETARY II / CRIME VICTIM COORD.
(DISTRICT ATTORNEY)**

CLASS NO. 1105

EEOC CATEGORY: Office and Clerical

PAY GROUP: 13

FLSA: Nonexempt

SUMMARY OF POSITION

Serve as the point of contact for crime victims, keeping them updated on the status of their case and helping them to understand the judicial process. Provide a broad range of legal secretarial assistance for the District Attorney's office, including preparing documents and gathering information for court cases.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Assistant District Attorney; may receive assignments from Administrative Assistant (District Attorney).
2. Directs: This is a non-supervisory position.
3. Other: Works closely with attorneys, judges, law enforcement personnel, probation and parole officers, and the general public.

EXAMPLES OF WORK

Essential Duties*

Maintain contact with crime victims and answer questions they may have about their case;

Opens new files when indictments come in on new cases, and enters case information into computer files;

Prepares plea papers as required in cases where defendants plea;

Prepare subpoenas as directed by the District Attorney;

Gathers information on defendants in new cases, including requests to the appropriate agency for rap sheets, penitentiary records, court record, etc., and forwards these to the District Attorney for review;

Files disposed cases as necessary;

Greets the public, answers questions, and directs to the appropriate party as necessary;

Answers telephone and directs calls to District Attorney or elsewhere as appropriate; and

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Updated and Approved 8/28/2012

CLASS NO. 1105 (Continued)

Assist the District Attorney and Assistant District Attorney in the courtroom as necessary.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: legal, courtroom, and county procedures; and legal terminology and spelling.

Skill/Ability to: prepare legal documents accurately; understand and interpret legal processes and procedures; type accurately at a speed of at least 60 words per minute; operate standard office equipment, including computer, and fax and copy machines; apply correct business English, spelling, and punctuation; establish and maintain effective working relationships with employees of outside law enforcement agencies and organizations, other county employees, and the general public.

ACCEPTABLE TRAINING AND EXPERIENCE

Four-year college degree or at least five years of legal secretarial experience,

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Certification as a Paralegal desirable.

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