

**Beaver County, Pennsylvania
CLASS DESCRIPTION**

**POSITION TITLE: Legal Secretary GR5
Classification Number:**

DEPARTMENT (S): District Attorney's Office

There is currently one (1) Full-Time S7 grade 5, Legal Secretary position open within District Attorney.

The discretion of the Beaver County Board of Commissioners will determine when the position will be filled.

GENERAL DESCRIPTION OF DUTIES

Under supervision, the purpose of the position is to provide coordinate office functions. Employees in this classification perform general functions as assigned or directed, typically by department head. Classification is responsible for reviewing work assignments, ensuring deadlines are met, and performing all clerical duties shared with other clerical employees.

ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Plans, delegates and distributes work assignments as directed by the Department Head. Reviews work accuracy and completeness. Answers questions and provides guidance and assistance, as necessary. Conducts orientation and training for departmental operations, policies and procedures.

Reviews current operating procedures. Analyzes and organizes office functions such as data entry, bookkeeping, flow of correspondence, filing and other assignments. Formulates and updates procedures for retention, protection, retrieval, transfer and disposal of confidential records. Studies methods to improve or simplify workflow or implement cost reductions.

Arranges and schedules appointments and meetings for supervisor. Ensures all individuals are aware of meeting dates and times. Notifies participants of cancellations and/or changes in appointment times and dates.

Processes citations, criminal complaints, civil complaints, landlord and tenant complaints, and private criminal complaints according to AOPC (Administrative Office of Pennsylvania Courts) procedure, Pennsylvania Criminal and Civil Rules of Procedure, County policies and related statutes from initial entry to disposition. Enters information into computerized docket system and proofreads and corrects entries. Assigns hearing date and plea date to files. Arranges and changes payment schedules. Sends out summons and/or complaints. Files legal paperwork in accordance with established records management procedures. Files legal paperwork in accordance with established records management procedures. Records continuance of hearing. Records final disposition of citation or complaint.

Greets the public, clients, outside agencies and other county staff as necessary. Receives and screens incoming telephone calls. Routes calls and/or takes messages as necessary. Answers questions from staff, outside agencies, the public or other individuals and provides information pertaining to specific cases.

Performs other clerical duties such as tracking expenditures, receiving and sorting and distributing incoming and outgoing mail.

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Performs related duties as directed. Answers telephone calls and takes messages in the absence of clerical staff assigned to these tasks.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or GED; supplemented by up to two (2) years previous experience and/or training involving clerical and administrative support, or an equivalent combination of education, training, and experience.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

Beaver County, Pennsylvania is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Beaver County, Pennsylvania will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.