

Office of the State Public Defender -Trial Division
Legal Secretary

POSITION SUMMARY: Under general supervision, provide legal secretarial support to local office following agency policies and procedures in a professional manner. Maintain knowledge of and observe ethical obligations required of a law office including client confidentiality.

GOALS AND WORKER ACTIVITIES:

20% A. Support effective representation of clients.

- A1. Evaluate individuals (in the office and/or at the jail) and determine eligibility in accordance with Agency policies and procedures. Refer ineligible persons to the appropriate resources.
- A2. Maintain knowledge of cases represented by the SPD.
- A3. Maintain knowledge of Agency policies and procedures relating to eligibility evaluation and collection standards.
- A4. Interact professionally with all public defender staff and others in the judicial system.

30% B. Maintain case files utilizing provided computer software.

- B1. Process cases for opening by checking statute references and potential conflicts.
- B2. Set up, open, maintain and close cases on the computer. Send and maintain copies of the Order Appointing Counsel in compliance with policies and procedures.
- B3. Maintain security of case files.
- B4. Prepare reports as requested.
- B5. Process and sort notices of hearings and other file documents.
- B6. Maintain knowledge of all statutes, administrative codes and policies and procedures regarding cases and software usage.

10% C. Provide legal secretarial support to local office.

- C1. Accurately type pleadings, briefs, affidavits, motions, subpoenas, correspondence, memos and other legal documents from dictation, handwritten or typed drafts as directed.
- C2. Ensure that all typed material is proofread for the correct format, free of errors, and accurate spelling and grammar is utilized.
- C3. Ensure that client documents, including but not limited to, letters, transcripts, dispositional orders, and motions, are properly stored in client files.
- C4. Demonstrate a commitment to learning and improvement by attending and actively participating in regional, Agency, or other training opportunities.

25% D. Appoint cases to private bar attorneys.

- D1. Contact private bar attorney or their staff to appoint cases following Agency and local office policies and procedures.
- D2. Send and receive appropriate documents for the private bar attorney, forwarding information to administration as appropriate.
- D3. Set up, open, maintain and close cases on the computer. Send and maintain copies of the Order Appointing Counsel in compliance with policies and procedures.
- D4. Maintain knowledge of all statutes, administrative codes, and policies and procedures regarding appointment of private bar attorneys.

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15% E. Maintain office operations and performance of other clerical duties

- E1. Answer multi-line telephone and direct calls appropriately. Take accurate messages. Greet visitors and respond accordingly.
- E2. Open and distribute mail; process outgoing mail.
- E3. Maintain knowledge of attorney schedule to properly field calls and walk-ins.
- E4. Photocopy and distribute memos and other information.
- E5. Maintain active and inactive records and prepare records for transfer to retention center in compliance with SPD rules and regulations.
- E6. Perform other duties as directed by management.

Knowledge, Skills & Abilities

- 1. Knowledge and skills associated with office support and secretarial practices and procedures
- 2. Proficient with word processing software, (e.g. MS Word), spreadsheet software, (e.g. MS Excel), database software, (e.g. MS Access), e-mail & scheduling software programs (e.g. Google mail, MS Outlook) and internet usage
- 3. Proficient keyboarding skills
- 4. Proficient editing and proofreading skills
- 5. Transcription skills needed in some offices
- 6. Knowledge and skill utilizing legal office practices and procedures
- 7. Knowledge and skill utilizing legal terminology, forms and formatting
- 8. Basic math skills
- 9. Knowledge of an ability to apply financial evaluation guidelines
- 10. Efficient time management, organizational, problem-solving skills
- 11. Ability to multi-task and work as part of a team
- 12. Effective oral, written and interpersonal communication skills
- 13. Ability to work effectively with people, including those from different ethnic, cultural, political, economic, and religious backgrounds
- 14. Knowledge of the criminal justice system
- 15. Knowledge of SPD rules, policies and procedures
- 16. Maintain knowledge of and observe ethical obligations required of a law office, including client confidentiality.