



COUNTY OF NYE

CLASS TITLE: JUDICIAL LEGAL SECRETARY

BASIC FUNCTION:

Under direction, provides legal secretarial support to the District Judge's office, processing incoming and outgoing paperwork, maintains office calendars, and organizes and assists Judge and Supervising Legal Secretary in a variety of tasks.

REPRESENTATIVE DUTIES: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the representative duties).*

1. Prepares records, dispositions, and general information into legal form; maintains office calendars, and maintains legal files.
2. Prepares pleadings, correspondence, memoranda from rough draft into legal form including opinions, affidavits, judgments, orders, and composes general correspondence and memoranda.
3. Performs general clerical tasks including copying, mail run, filing, establishing new case files, answering incoming calls and directing calls to appropriate individuals and/or department, and maintains Judge's bench book and form books.
4. Answers inquiries from the general public via telephone and/or in person regarding legal matters.
5. Maintains office supplies, federal and other legal forms.
6. Assists with juror processing.
7. Maintains status and records of cases opened, dismissed and judgments.
8. Maintains District Court Law Library and all billings related thereto. This is subject to change in the event the County Commission adopts an ordinance creating a Law Library Board of Trustees.
9. Performs other duties as may be assigned and occasionally travels with the Judge to the other counties in the district to provide secretarial services.

EDUCATION AND EXPERIENCE:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is: graduation from high school or G.E.D. equivalency and/or work experience directly related to the duties and responsibilities of the class.

LICENSES:

Not applicable.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Not applicable.

CONTACTS:

Co-workers, other departmental personnel, law enforcement officials, general public, attorneys, Nevada State Welfare, district courts throughout the state, the Supreme Court clerk, Clerk's offices in other counties.

PHYSICAL EFFORT:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Normal legal office environment subject to transporting books from the post office to the law library.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

WORKING CONDITIONS:

Work is performed under the following conditions: Normal legal office environment.