



## COUNTY OF NYE

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### **CLASS TITLE: SUPERVISING LEGAL SECRETARY**

#### **BASIC FUNCTION:**

Under the direction of the District Attorney and/or Supervising DA Administrator plans, supervises, trains, reviews and evaluates the work of the secretarial/clerical staff of the District Attorney's Office, and provides comprehensive legal secretarial support to attorneys in the District Attorney's office.

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

1. Investigates complaints from clients or other agencies and takes appropriate action to resolve the issue timely.
2. Reviews priorities, supervises, trains, evaluates and assigns work to secretarial and clerical personnel.
3. Complies and assembles various legal materials from files and other sources for District Attorney/Judge's use in providing legal assistance and in the preparation of other legal documents and opinions.
4. Reviews checking account deposits prepared by the Bad Check Program Administrator pursuant to established policies and procedures. Receives and reviews case files from the Bad Check Program Administrator and forwards same to the appropriate staff for case file preparation and attorney for prosecution.
5. Assists in developing and establishing internal office policies, goals and procedures.
6. Maintains calendars and schedules activities, meetings and various events; coordinates activities with other County departments, the public and outside agencies.
7. Receives, routes and distributes mail, correspondence and documents internally and externally, being cognizant of legal deadlines.
8. Contacts, screens, interacts and answers routine questions from the general public, department heads, elected officials, law enforcement, attorneys, process servers, state, federal and local governmental agencies, regarding the department, programs, policies and procedures.
9. Responds to both internal and external inquiries, providing information regarding the particular area of assignment, which may require the use of judgment, discretion, and comprehensive legal knowledge, and refers inquiries as appropriate.
10. Prepares, distributes, and coordinates payment/vouchers for travel per diem, meal per diem, witness fee's for all preliminary hearings, trials and evidentiary hearings for the department.

11. Orders, purchases, and maintains all legal publications, annotations and updates for the department's law libraries.
12. Performs accounting duties related to the department check book register, deposits, balances and vouchering of payments and posting to department accounts.
13. Coordinates, maintains and provides payment and record keeping for continuing legal education requirements and State Bar Dues for attorneys and department head.
14. Coordinates, maintains and documents fixed asset inventory for the department.

**Knowledge of:**

Principles and practices of employee supervision, including work planning, organization and employee training; Considerable knowledge of file systems, office equipment and computer software programs, including, but not limited to Word, Excel, Access, and Outlook; Knowledge of general legal, administrative and procedural policies and regulations pertaining to local, state, and federal government.

**Ability to:**

Ability to establish and maintain working relationships with employees, other departments, and the public, in an effective and courteous manner; Ability to communicate clearly and concisely, orally and in writing; Ability to perform independent judgment and discretion performing representative duties; Ability to recall and relate information accurately and reliably, prioritize work, and meet time constraints.

**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 equivalent. Two to four years of secretarial, administrative and supervisory experience in legal setting. Knowledge of office practices, procedures and commonly used equipment including a personal computer.

**LICENSES:**

Valid Nevada driver's license. Possession of or ability to obtain NCIC/NCJIS certifications. Must be bondable.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Secretarial and clerical personnel.

**CONTACTS:**

Co-workers, other department personnel, Supreme Court, attorneys, judges, other County court clerks, and the general public.

**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.

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 25 lbs.; ability to travel to different sites and locations

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 office environment.