



## COUNTY OF NYE

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### **CLASS TITLE: Executive Legal Secretary II**

#### **BASIC FUNCTION:**

Under direction provides legal secretarial support to attorneys in the District Attorney's Office, processing and coordinating all incoming and outgoing paperwork, maintains office calendars, and organizes and assists attorneys in 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. Receives, screens and answers inquiries from the general public, other agencies, other departments, attorneys, judges, and legal officials via telephone, or in person regarding legal matters, consistent with operational policies and procedures of the department
2. Receives, routes and distributes mail, correspondence and documents internally and externally, being cognizant of legal deadlines. Monitors work in process to ensure timely reply or action
3. Prepares, creates, edits, composes, drafts, reviews, processes, records, files, and assembles legal forms, documents, reports, correspondence, specialized documents, pleadings and memoranda, including, but not limited to: opinions, ordinances, resolutions, contracts, motions, complaints, warrants, affidavits, subpoenas, governors' warrants, detainers, briefs, information's, petitions, and orders.
4. Performs general clerical tasks including copying and mail run. Opens, organizes, maintains and closes legal files in the department. Assists in maintaining status of cases in the case management software by entering notes, hearing dates and documents.
5. Files correspondence, legal documents and related materials and assembles information for attorney's use, being cognizant of legal deadlines.
6. Prepares, maintains and distributes appointment calendars, court calendars, meeting schedules, conference schedules, legal response deadlines, and advises attorneys of important meetings, appointments, hearings, and court proceedings.
7. 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. Responds to both internal and external inquiries, providing information regarding the particular area of

assignment, which may require the use of judgment, discretion, and moderate legal knowledge, and refers inquiries as appropriate.

8. Ensures all files, documents, evidence and other materials are available and organized prior to the beginning of the attorney's court appearance.
9. Liaison between attorneys and investigators, victims, witnesses, and expert witnesses regarding all aspects of cases, including, but not limited to court testimony, travel arrangements, hotel arrangements, vouchering of payments and fees, and transport issues. Assisting and directing victims or witnesses to appropriate agencies.
10. Coordinates, arranges and prepares reservations, travel itineraries, and vouchering of payments for staff, attorneys, and department head meetings and seminars.
11. Analyzes, selects, compiles and summarizes information on statutes, ordinances, legal decisions, opinions, rulings, memoranda or other legal material of moderate difficulty for internal use. Researches, selects, assesses, and compiles information from the law library and other references on a variety of moderately difficult legal subjects, including, but not limited to, federal and state codes, constitutions, regulations, judicial decisions, legal digests, encyclopedia, textbooks, formbooks, practice manuals, legal periodicals, treatises, ordinances, resolutions, and electronic legal research programs and data bases.
12. Prepares, collects, compiles, verifies, codes, edits, enters, retrieves and maintains a variety of reports and legal data, including, but not limited to, logs, data compilations, records, and accounts using a computer system following established formats.
13. Prepares or processes a variety of documents using computer software applicable to assignment, including electronically filing same in various local, state and federal courts.
14. Locates, retrieves, and distributes files and documents in conjunction with daily court calendars, court appearances, meetings, and requests by staff and department head.
15. Updates all Nevada Revised Statutes and legal research publications and assists in maintaining law library.

#### **Knowledge, Skills & Abilities:**

Knowledge of Civil and Criminal laws and procedures; Considerable knowledge of file systems, office equipment and computer software programs, including, but not limited to Word, Excel, Access, Power Point, and Outlook; Knowledge of legal terminology, processes, procedures and format for legal documents; Skill and ability to draft pleadings and other legal documents from stenographic notes, brief instructions, dictated tapes or printed information; Ability to enforce NCIC/NCJIS laws and regulations with firmness, tact and impartiality.

#### **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:

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Graduation from high school or equivalent and a minimum of two (2) years prior experience as a legal secretary. Must type a minimum of 50 words per minute.

**LICENSES:**

Possession of a valid Nevada drivers license. Possession of or ability to obtain NCIC/NCJIS proficiency affirmation certification. Must be bondable. .

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

Not applicable

**CONTACTS:**

Co-workers, defendants, victims, other departmental personnel, law enforcement officials, general public, attorneys, Nevada State Welfare, District Court, in and out of state agencies and other County personnel

**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 typical office setting and use standard office equipment; ability to travel to different County 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.