

**INGHAM COUNTY  
JOB DESCRIPTION**

**ADULT & JUVENILE SECRETARY/LEGAL ASSISTANT**

**General Summary:**

Under the general direction of the Prosecutor, Chief Assistant Prosecutor and/or Deputy Chief Assistant, services as secretary and legal assistant. Assists in the preparation and filing of briefs and other legal documents and correspondences. Drafts proof of service, pleadings and other documents under the supervision of the Prosecutor, Chief Assistant and Deputy Chief Assistant. Maintain files via imaging system and hard copies. Updates calendars for APAs and provides trial support as necessary. Reviews files and requests and provides necessary discovery documentation to defense counsel. Performs legal research if necessary.

**Essential Functions:**

1. Finalizes briefs and legal documents that must be filed with the court. Edits letters and legal documents for accuracy. Distributes paper and electronic copies as required.
2. Maintains unit files, enters case information into record management system. Files, scans and indexes documentation to appropriate file. Prepares files for off site storage. Maintains indexing system of all files stored off site.
3. Drafts legal correspondence, sends notice of request for subpoenas, notice of hearing, writs, motions, bond requests and other legal documents under the supervision of the Prosecutor, Chief Assistant and/or Deputy Chief Assistant.
4. Prepares, distributes and maintains unit statistics on a monthly, quarterly, and yearly basis, including statistics on win/loss record, dismissal history, number of hearings and other unit statistics.
5. Receives, records, scans and distributes unit mail.
6. Screens incoming telephone calls. Responds to calls for discovery and other calls that have been routed to the unit, including police telephone calls regarding evidence disposition and general case inquires. Refers calls to appropriate departmental staff. Makes follow up calls to the various courts.
7. Prepares and maintains calendar and computer records regarding discovery requests. Reviews discovery requests and documents discovery received and discovery sent to defense counsel. Reviews medical reports, police reports or other documents and redacts any personal identifying information. Reviews audio files and DVDS and checks periodically to ensure that these recordings have been pick up by defense counsel.
8. Transcribes, to a computer, taped or written material. Uses word processing equipment to prepare legal paperwork and correspondence.

9. Performs a variety of other support and administrative functions such as copying materials, faxing documents, tracking down information for attorneys, responding to inquiries, and other related tasks.
10. Performs legal research as required.

**Other Functions:**

- Performs other duties as assigned.

*(The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)*

**Employment Qualifications:**

**Education:** High School Diploma or Equivalent and two or more years of college level coursework in legal field required. Prefer an Associated Degree as a Legal Assistant or completion of a closely related program.

**Experience:** Two or more years of related legal office work experience required, including experience with computer system similar to that used in the office. Computer Degree preferred.

**Other Requirements:**

*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)*

**Physical Requirements:**

- Ability to enter and retrieve information from a computer
- Ability to access the filing system.
- Ability to generate various documents from a computer system
- Ability to lift and/or move files boxes from one location to another.

*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)*

**Working Conditions:**

- Works in office conditions.