



- File and record legal documents with the appropriate officials and agencies in a timely manner and ensures correct dissemination to appropriate parties.
- Proofread documents and correct grammar, spelling, punctuation, sentence structure, legal terminology and format without altering meaning.
- Maintain and organizes all assigned cases (paper or electronic in format). Retrieves materials as necessary.
- Add reminders to Prosecutor and Deputy Prosecutor's calendars with notifications.
- Maintain cases through active work and litigation, updating electronic cases and case indexes (electronic in format), placing pleadings in order of receipt.
- Correspond with and make arrangements to have victims and witnesses subpoenaed for scheduled court hearings and communicate with same regarding any changes in dates.
- Responsible for the management of the divisions' or positions records and closed cases. Records are to be managed based on the Prosecutor's Office's policies and procedures relating to the management of records and the Washington Secretary of State Archives records retention schedules (CORE and Prosecutor Schedule). Responsible for adding closed cases to the index and placing any physical files in storage for the duration required for records retention.
- Responsible for creating destruction logs, sending them to DPAs and staff in the division, and destroying records that have met retention. Once destruction is approved by DPAs and the Records Officer, by purging Camas cases, purging DaRT cases, deleting Damion cases, deleting records from the G drive, and deleting emails from the secretary's own Outlook account.
- Gather information, run reports, and prepare reports as directed. Provide criminal and civil division legal assistant support by the scanning, uploading, printing, and mailing of records relating to cases as required by the current demand of the division.
- Operate office machines such as Computer, scanner, copier, printer, fax machine, multi-line phone, and mail machine.
- May assist in training interns in legal office procedures and checking work for accuracy and correctness.
- Prepare paperwork based on job assignments and instruction from attorneys and supervisors as not otherwise provided in this job description.
- Assist in overflow work in civil or criminal and perform any other tasks as assigned.

**Responsible for providing secondary support to the Prosecuting Attorney and Deputy Prosecuting Attorneys regarding public disclosure processing**

- Receive Public Disclose requests regardless of source.
- Enter information into the DaRT System, process generated camas request and add case to electronic case management software.
- Create working file on the G drive to store records for processing by Public Records Officer.
- Send network location address which contains all relevant materials to the Public Records Officer via email with camas and Damion case information included.
- Work with the Public Records Officer to fulfill the public records requests.
- Answer calls and questions regarding public disclosure requests and procedures.
- Other duties as assigned.

*This job description is a summary of the primary functions and expectations for this position. Additional department-related duties may be assigned as required.*

**MINIMUM QUALIFICATIONS**

- High school diploma or GED equivalent

- Three (3) years of experience in legal office or related setting (Legal Secretary I), or five (5) years of experience in a legal office or related setting (Legal Secretary II).
- Valid Washington State driver's license.
- Equivalent education/experience may substitute for the minimum qualifications stated above at the discretion of the Office Administrator or Prosecuting Attorney.
- A criminal history and background check will be performed on qualified candidates. Convictions may preclude candidates from employment in some circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to communicate in a clear, respectful manner, both verbally and in writing.
- Knowledge of general office procedures, office machines, legal terminology.
- Proficient computer skills, including Microsoft Office, possess the ability to learn programs specific to the department and/or County quickly.
- Ability to work under stressful conditions with minimum supervision.
- Ability to respond to common inquiries or complaints from customers, and other agencies, etc. in a professional manner, exhibiting patience and using layman's terms when necessary.
- Ability to work effectively under pressure, meet deadlines, and adjust quickly to sudden changes and priorities while maintaining a positive attitude.
- Set priorities which accurately reflect the relative importance of job responsibilities.
- Prioritize assignments to complete work in a timely manner.
- Regular and punctual attendance is required.
- Maintain interpersonal relationships in a small office environment by treating peers and staff with respect, being mindful of communication styles and adjusting to fit the needs of the office environment.

## **WORKING CONDITIONS**

Work is generally performed in a high volume office environment with sustained posture in a seated position, prolonged periods of computer operation, and periods of standing; frequent use of standard office equipment; regular interaction with employees and the public; periods of increased activity and exposure to angry or emotional customers; strength to lift, pull, push, and/or carry up to 25 pounds and potentially more with assistance; vision to read printed materials and a computer screen, and hearing and speech to communicate clearly in person or over the telephone; ability to sit, stand, walk, stoop, kneel, crouch, ascend/descend stairs, and reach with arms and legs. Periodic duties may require performance in non-office settings, outdoors, or at a variety of County locations.

Work is typically performed during standard business hours with some extended shift or weekend and evening work as needed. Regular attendance and punctuality are required. Periodic travel will be required for meetings and/or training opportunities. Must be able to safely operate a motor vehicle in varied weather conditions and levels of daylight.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **APPLICATION PROCESS**

Applicants must apply online using the electronic recruitment portal. The following items are required:

1. Kittitas County Employment Application
2. Resume
3. Letter of Interest
4. Three Professional References and Three Personal References
5. Supplemental Exam Answers

#### **SUPPLEMENTAL EXAM QUESTIONS**

1. Describe two (2) situations in which you were responsible for meeting deadlines or working with other kinds of pressure. Explain how you met this pressure without an undue amount of stress to yourself and others.
2. Describe your experience and training that uniquely qualifies you for the position of Legal Secretary. Please include any experience and training with the law and/or legal research and the court system.
3. Describe your experience explaining procedures or providing assistance to the public or internal clients in person or on the telephone. Include the types of clients, the volume of work, at least one (1) example of how you handled a problem and/or negative situation, and state why you think you are effective in your dealings with others.