

NOTICE

There is a job opening in the **BAY COUNTY CRIMINAL DEFENSE OFFICE**.

JOB TITLE: **LEGAL SECRETARY**

RATE OF PAY: **\$14.37 per hour entry, progressing to
\$17.06 per hour after 2 years (TU07)**

Full-time position, with benefits as provided for within the USW Full-time labor agreement, although union membership is voluntary.

GENERAL SUMMARY: As clerical assistant to an attorney practicing for the County, works as a secretary with emphasis on legal document preparation and typing. Activities require familiarity with legal terminology and absolute confidentiality.

TYPICAL DUTIES:

1. With advanced keyboarding skills, sets up and types legal forms and documents such as subpoenas, opinions, brief, motions, commitment papers, trial notices and so forth. Carefully proofs for accuracy and completeness.
2. Provides secretarial service including typing/word processing and filing for attorneys in accordance with time limits and deadlines. Operates various office machines including, but not limited to, personal computer and mainframe network, printer, paper shredder, copier machine, electronic calculator, and fax machine.
3. Utilizes WordPerfect, Microsoft Word, Excel, and other software applications on a regular basis for court documents, correspondence, and generating reports.
4. Sets up files in preparation for courtroom activity, including all relevant data. Keeps continuing file of open and closed cases inserting information as it becomes available.
5. Makes additional copies and arranges for notarizing or personally notarizes.
6. Obtains law books and other case data from library, computer, or other sources.
7. Keeps continuing computer appointment calendar, scheduling in accordance with defined time periods.
8. Gathers statistical data, compiles and prepares activity reports.
9. Inventories office supplies, pamphlets, reordering as necessary.
10. Obtains or provides information from other County offices by mail or in person.
11. May serve as lead clerical for lower level clerical, assigning routine work tasks, such as assisting as needed in mail-related tasks.
12. All other duties as assigned.

The above statements are intended to describe the general nature of work 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.

QUALIFICATIONS: Preferred minimum of one year of full-time experience as legal stenographer or legal secretary. Required typing skill level will be 70 WPM (corrected) with maximum of five errors. Required advanced computer skills with a proficiency in word processing*. Required acceptable levels of demonstrated proficiency in grammar, spelling, reading and vocabulary. Preferred basic knowledge of legal office terms and functioning is required. Requires the ability to perform detailed work in an accurate and timely manner. Applicants may be required to take written and typing examinations, plus personal interviews.

*Definition of proficiency for word processing: Applicant who regularly uses word processing at an advanced level on his/her present job or possesses a certificate of course or class completion of advanced word processing, as opposed to introductory or intermediate word processing.

PHYSICAL REQUIREMENTS: This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 10 pounds of force up to 1/3 of the time.

APPLICATION PROCEDURE: Make application online at www.baycounty-mi.gov or in person/via US Mail at the Bay County Personnel Department, 515 Center Avenue, Suite 301, Bay City, Michigan 48708 no later than **4:00 p.m. Monday, November 28, 2016.**

AN EQUAL OPPORTUNITY EMPLOYER

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."