

# Cascade County

## Job Vacancy Announcement

<b>Position: Legal Secretary – Criminal</b>	<b>Closing Date: November 8, 2012</b>
<b>County Department: Cascade County Attorney</b>	<b>Dept. Admin.: John W. Parker</b>
<b>Type of Position: Full-Time</b>	<b>Salary: \$10.35 per hour Must join Teamsters Union</b>
<b>Applications available at Cascade County Human Resources Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.</b>	

### DESCRIPTION OF POSITION

Works primarily with attorneys in processing misdemeanor level prosecutions filed in Justice Court but handles some felony level prosecutions in District Court, and other criminal proceedings related thereto, as well as processing revocations, extraditions, etc. Tasks include drafting various legal pleadings and correspondence as well as setting up case files for the attorneys, keeping case files current and filing pleadings with both Justice and District Courts. Additional tasks include receiving and reviewing police reports, accurately logging information into the computer, accurately calendaring trials, monitoring deadlines and tracking cases through the criminal justice system. Position includes communicating with law enforcement, civilian witnesses, crime victims, defense attorneys and the public via telephone, writing or in person. Other routine tasks include proof reading, photocopying, faxing, printing, telephoning, emailing, filing and maintaining strict confidentiality.

### JOB REQUIREMENTS

**Knowledge, Skills, and Abilities:** This position requires a combination of knowledge, skills and abilities as more specifically described below:

**Knowledge:** This position requires knowledge of law office practice (preferably criminal law), familiarity with Justice Court and District Court procedure and legal terminology.

**Equipment Skills:** This position requires use of various office equipment including telephone, fax machine, copier, printer, computer, and occasionally a manual typewriter.

**Software Skills:** This position requires proficiency with word processing (preferably Microsoft Office Word) and Microsoft Outlook. Knowledge of Excel is beneficial.

**Ability:** This position requires the ability to type at least 50wpm (no errors); multi-task; be well organized; maintain a professional disposition; focus and concentrate in a stressful environment with heavy workloads and strict timelines; work independently and self-directed; maintain strict confidentiality; communicate effectively orally and in writing; follow verbal and written instructions; possess good interpersonal skills and establish effective working relationships with law enforcement, fellow employees, supervisors and the public; use proper sentence structure, punctuation, grammar and spelling; proof reading; accuracy; and attention to detail.

### EDUCATION & EXPERIENCE

The forgoing knowledge, skills, and abilities are typically acquired through a combination of education and experience. At a minimum, all qualified applicants must have a high school diploma or GED; post graduate degree work is preferable.

Applicants must submit a current typing test (minimum 50 wpm) available at job service, resume, and letter of introduction.

*The successful applicant shall serve a 6 month probationary period and must join the Teamsters Local #2 Union. The successful applicant may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.*

**Notice to Applicants:** Applicants who are claiming Veteran's or Handicap Preference should provide a DD-214 Discharge Document or DPHHS Handicap Certification with their application for employment so that Cascade County may apply the preference during the selection process.

**Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.**