



# CASCADE COUNTY

## Job Vacancy Announcement

*Submit all application materials to:*  
**Cascade County Human Resources Department**  
325 2<sup>nd</sup> Ave N #108  
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., [www.cascadecountymt.gov](http://www.cascadecountymt.gov) or Job Service.

*Position:* **Legal Secretary**  
*Schedule:* **Full-time with Benefits**  
*Department:* **County Attorney's Office**

*Salary:* **\$ 14.80 per hour**  
*Closing Date:* **Open Until Filled**  
*Department Administrator:* **Josh Racki**

### APPLICATION PACKET REQUIREMENTS:

- ✓ A completed Cascade County Employment Application
- ✓ Letter of Introduction
- ✓ Detailed Resume
- ✓ Typing Test - 40 wpm with no errors. Typing tests are available online or from Job Service.

**At a minimum, all qualified applicants must have:**

#### ***Education/Experience/Training:***

- High School Diploma, HSE or GED required. Post graduate degree preferred.
- **And** two (2) years of general office experience required. Criminal law experience preferred.

#### ***Licenses:***

- Valid Driver's License issued by the State of Montana.
- Must have or obtain within three (3) months of hire a Certificate of Commission to serve as a Montana Notary Public and maintain such Certificate current, valid and in good standing throughout the term of employment.

### **JOB SUMMARY**

The Legal Secretary – Criminal (Secretary), in accordance with policies and procedures established by the Cascade County Attorney, works primarily with prosecuting attorneys in processing misdemeanor level prosecutions filed in Justice Court, felony level prosecutions in District Court, other criminal proceedings related thereto, processes revocations, extraditions, assists attorneys representing the State of Montana in Youth in Need of Care, Youth Court, Guardianship/Conservatorship and Mental Health proceedings. The Secretary drafts various legal pleadings and correspondence, sets up case files for the attorneys, keeps case files current, files pleadings with both Justice and District Courts, receives and reviews reports from law enforcement, medical and social services, logs all such discoverable documents, reports, photographs, electronic media and identifies the same when released for discovery, accurately calendars trials, hearings, and information, monitors deadlines and tracks case through the criminal justice and court systems. The Secretary professionally communicates with law enforcement, state agencies, civilian witnesses, crime victims, defense attorneys and the public via telephone, in writing or in person, proof reads, notarizes documents, photocopies, faxes, prints, emails, files, maintains strict confidentiality, must be able to pass background check and meet and maintain implemented or required security approvals for employment with the Cascade County Attorney's Office.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

Set up and organize legal files, order investigative reports, photos, tapes, DVD's, Triple I Reports, driving records, interviews and transcripts, review, enter and log discoverable documents, reports, photographs and electronic media in discovery log and notes the same when released for discovery, enter and retrieve data in computer data bases, enter Warrant requests, process tickets from law enforcement, coordinate with the jail regarding initial and other formal appearances of defendants, assist with prelims as directed, prepare notices, motions, warrants and orders as directed, prepare Extradition paperwork, prepare Fugitive from Justice paperwork, prepare Persistent Felony Offender pleadings, prepare Revocations and Subpoenas, prepare Youth Court Petitions, prepare Petitions for Temporary and Permanent Legal Custody and Termination of Parental Rights, prepare Petitions for Guardianship and Conservatorship, prepare Petitions for Involuntary Mental Health Commitments, calendar hearings, pull and prepare files for attorney court appearances, close out cases when defendants are sentenced and when charges are dismissed, pull discovery files, answer phones, photocopy, scan and fax, notarize documents, file pleadings with the Justice and District Court, communicate with state agencies, victims and law enforcement regarding case status, defense counsel as directed and Court personnel regarding cases, monitor cases deadlines, track case progress through criminal justice and court system, perform other duties as required or assigned.

#### ***Knowledge and understanding of:***

Law office practice, preferably criminal law, Justice Court and District Court procedures, familiarity with the rules of Discovery, County Attorney's Office, HIPAA, privacy and security rules, policies and procedures, legal terminology, office equipment including telephone, fax machine, copier, printer, computer and scanner, Microsoft Office Suite software including Word and Excel, prosecutorial software such as Justware, Karpel and Zuercher, Full Court, professional phone etiquette, Cascade County policies and procedures.

***Skills in:***

Typing, data entry and word processing, accuracy and attention to detail, records management, time management.

***Ability to:***

Type a minimum of 40 wpm with no errors, obtain and maintain certification as a Notary Public for the State of Montana, multi-task and be well organized, maintain a professional disposition, work in a legal environment according to all professional standards of ethics, legal procedures and decorum, focus and concentrate in a stressful environment with heavy workloads and strict timelines, deal with conflict in a professional and appropriate manner, resolve interpersonal conflict in a straightforward and timely manner and set priorities, work independently and be self-motivated, maintain strict standards of confidentiality, communicate in a professional and effective manner with others, both orally and in writing, follow verbal and written instructions, utilize good interpersonal skills, establish effective working relationships with law enforcement, fellow employees, supervisors, victims and the public, interact with the public or other employees in a professional, respectful and courteous manner, use proper sentence structure, punctuation, grammar and spelling, proofread, maintain accuracy, handle stress and conflict, conduct self with deference to the court and court personnel, work for sustained periods of time maintaining concentration and attention to detail, proficiently operate a computer to complete required job duties, perform a wide variety of tasks with accuracy and speed under the pressure of time-sensitive deadlines, quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology, meet challenges with resourcefulness through original thinking and creativity, observe work hours and demonstrate punctuality, follow established chain of command.

The successful applicant will have a background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.

This position is covered by and subject to the Collective Bargaining Agreement by and between Teamsters Local Union #2 and the Cascade County Office and Clerical Employees.

***Notice to Applicants:*** Applicants who are claiming Veteran's or Handicap Preference must provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification and Employment Preference Form with their application for employment so 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.

**CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**