


JOB DESCRIPTION	EXTERNAL
<p style="text-align: center;">County of York</p>  <p style="text-align: center;">DISTRICT ATTORNEY'S OFFICE</p>	<p style="text-align: center;">LEGAL SECRETARY</p> <p>Status: Part-Time</p> <p>FLSA: Non-Exempt / Hourly</p> <p>Salary: \$19.92 - \$21.99</p> <p>Union: M.S.E.A. – Grade 5</p> <p>Reports To: District Attorney or Designee</p>

Job Summary

This part-time Legal Secretary position will assist the District Attorney and staff with the efficient and accurate processing of criminal case file documentation and processing.

Scope/Supervision

Works under the general supervisor of the District Attorney and his/her designee who provides guidance on technical matters, and who reviews completed work assignments for conformance with established rules, regulations, and state laws.

Responsibilities and Examples of Duties

1. Pull criminal case files and prepare for daily criminal court lists.
2. Updating case files in database from daily criminal court lists, including but not limited to uploading of applicable paperwork.
3. Typing of dispositional paperwork to include but not limited to, complaints, information, filings, and dismissals.
4. Follow up and review cases that are filings, deferred sentencing, and administrative releases.
5. Typing and filing paperwork with the Court as needed for ADA's including motions and correspondence.
6. Managing case files in filing system including locating of files, disposal of outdated files, and filing
7. Filing of correspondence as needed in filing system
8. Data entry as needed in JustWare.
9. Data entry of case dispositions in JustWare

10. Work in conjunction with trial managers to ensure discovery is properly prepared and distributed.
11. Work in conjunction with the grand jury manager with pre-indictment cases.
12. Work as a liaison with the public, police departments and court personnel.
13. Ability to travel to the Court on an as needed basis.
14. Covering switchboard as needed.
15. Other duties may be assigned from time to time by supervisory personnel.

Knowledge, Skills, and Abilities

1. High School graduate or equivalent required.
2. Good customer service skills.
3. Professional and courteous demeanor.
4. Valid Driver's License.

Work Environment

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit for long periods of time; walk; use hands to type for in a repetitive motion; and reach with hands and arms. As well as on occasion lift 25 pounds or more.

Expected Hours of Work

A normal work schedule is required based on the needs of the office. Overtime and evening hours are limited.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Submittal Requirements:

Interested candidates must submit a resume and/or application with qualifications to:

York County Human Resources

Attn: Linda Corliss

45 Kennebunk Road, Alfred, ME 04002

Or via email: lmcorliss@yorkcountymaine.gov

Physical Address: 149 Jordan Springs Road, Alfred, ME 04002

York County applications can be downloaded from: yorkcountymaine.gov/careers

Deadline: This posting will remain open until position has been filled

Applications are considered based on ability, competence, and experience. It is a fundamental policy of York County Government not to discriminate based on race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, pregnancy, disability, status as a veteran, disabled veteran, or any other category protected by an applicable federal, state or local law.

York County is an Equal Employment Opportunity Employer