

SECRETARY I

NATURE OF WORK

Under general supervision of office manager and County Attorney. Performs a wide variety of clerical work of average and complex difficulty involving the use of typing and computer skills. Frequently works with the public and other offices and departments.

EXAMPLES OF WORK

Types legal documents, pleadings, brief and correspondence from rough drafts, computerized forms, and verbal communication.

Keeps calendar including the scheduling of appointments, court dates, and dates for notification of witnesses.

Creates and maintains attorney case files, office files and computer data files.

Searches computerized and hard copy files and records.

Assembles information and types or inputs data in computer.

Checks records.

Operates office equipment and machines.

May serve as cashier in the acceptance of money from the public and issuing receipts.

Operates telephone and distributes mail.

Works frequently with the public, other agencies and departments.

Performs related work as assigned.

Performs cross-training of 'examples of work' and 'related work assigned'.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of office and department practices and procedures.

Knowledge of methods of receiving and accounting for funds from the public.

Skill and proficiency in typing and operation of computers and office machines.

Ability to do clerical work involving independent judgment, speed and high degree of accuracy.

Ability to get along well with others.

English language proficiency.

MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent with some experience performing legal clerical and secretarial duties or any equivalent combination thereof.

SPECIAL NECESSARY REQUIREMENT

Qualified to become a notary public.