



Brazos County Job Description

Last Updated: October 2022

Template Revision 1.2 08/15/2012

Class Number:	B0543	Title:	Legal Secretary
Pay Group:	15	Department:	County Attorney
FLSA Status:	Non-Exempt	Reports To:	Administrative Assistant
Approved Date:		EEOC Category:	Office and Clerical

General Summary:

Receives new cases from law enforcement agencies and performs follow-up functions, including running criminal history checks, preparing case files, entering information into the computer, types motions, judgments, petitions, letters, and other documents; receives and processes court setting notices and subpoenas, including generating, logging, mailing, and monitoring subpoenas; attends hearings with attorneys; and performs various secretarial duties.

Essential Duties:

Receives and processes court setting and subpoena notices including date-stamping and filing notices; pulling court case files; logging cases on attorneys' calendars; generating and printing setting applications and subpoenas on the computer; delivering applications and subpoenas to the District Clerk's Office for appropriate signatures; mailing or/transferring subpoenas to the appropriate persons; and logging "served" subpoenas;

Receives new cases and reads case reports;

Processes new cases, including typing labels and preparing folders; assigning prosecutors to each case; checking for companion and co-defendant cases; running criminal histories; transferring victim files to victim/witness coordinator; and filing case information;

Types legal motions, forms, and letters for attorneys;

Types various forms for court use;

Assists attorneys to prepare for court settings, including notifying attorneys of hearing dates; generating and reviewing the court docket; and pulling all files and companion cases needed for court;

Notifies witnesses of hearing dates and confirms attendance;

Attends court hearings with attorneys;

Prepares legal forms for defendants' signatures, such as the Waiver of Rights, Judgement and Sentence form, and the Motion to Revoke Probation or Motion to Proceed with Adjudication;

Documents the case disposition on the docket sheet;

Files and/or transfers setting notices, case files, and other case documentation appropriately after court hearings;

Calculates debt balances on hot check cases;

Receives and processes Motions to Revoke Probation and Motions to Proceed with Adjudication forms; including pulling appropriate case files, and documenting the Motion and Motion date on the file;

Communicates with law enforcement agencies, including obtaining prior convictions and other information;

Assists the receptionist as needed, including answering the telephones, transferring calls and taking messages;

Performs duties of Notary Public;

Performs various secretarial duties, including making copies, and processing mail; and

May perform trial research, including making phone calls, writing letters, and/or gathering background information on witnesses.

Other Duties as assigned.

<i>Supervision</i>	
Received:	
Given:	This is a non-supervisory position.

<i>Education</i>	
Required:	High school graduation or its equivalent; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.
Preferred:	
<i>Experience</i>	
Required:	At least two years of responsible secretarial experience, preferably in a legal environment.
Preferred:	
<i>Certificates, Licenses, Registrations</i>	
Required:	Notary Public.
Preferred:	
<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books, stacks of records, or other similar objects. Specific vision abilities required by this job include close vision, and ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Legal procedure, computers, and standard office practices and procedures. Operate computers, including performing word processing functions; read and understand legal manuals, letters, and memos; write letters, memos, and accurate telephone messages; perform legal research; analyze and interpret information; operate office equipment, such as copy machine and facsimile machine; communicate effectively, both in person and over the phone; and maintain effective working relationships with co-workers.
<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. While performing the essential duties of this job, the employee is constantly required to perform multiple tasks simultaneously, to work under time pressures to meet deadlines, and to work closely with others a part of a team. The employee is frequently required to do tedious and exacting work.