

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION. PLEASE
DISTRIBUTE TO PERSONS IN YOUR AGENCY CONCERNED WITH JOB
RECRUITMENT AND PLACEMENT

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUE</u>
LEGAL SECRETARY	SALARY \$10.65HR	08-27-10

PART-TIME 12:00 TO 5:00 P.M. WEEK DAYS - SICK VACATION & RETIREMENT

JOB SUMMARY Under general supervision of the County Attorney's Office Manager, performs legal secretarial duties requiring exercise of independent judgment. MAJOR DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.) Types a variety of legal correspondence, documents and reports including information, summons, subpoenas, search warrants, notices, etc., requiring judgment as to accuracy and completeness; follows paper work and cases through to completion. Answers telephones and assists individuals entering the office; responds to procedural questions. Contacts law enforcement agencies, court personnel, witnesses, attorneys, etc. Proofreads incoming questionnaires for completeness including type of offense and severity of crime, and assures all necessary reports and background information are assembled for the screening attorney. Orders office supplies and equipment; maintains inventory. Organizes and assembles court calendars; schedules items on court calendars. Processes OTNs including updating files, data base, assessing correctness of charges and redirecting to correct courts. Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations. Performs other duties as assigned.

MINIMUM QUALIFICATIONS Graduation from high school and one (1) year of college level course work in secretarial training AND One (1) year of progressively responsible experience as a legal secretary OR Any equivalent combination of education and experience.

Thorough knowledge of modern office practices and procedures, grammar, spelling and punctuation. Working knowledge of legal terminology and procedures, court systems and documents, as well as the ability to advise the public as needed regarding legal issues and court processes. Knowledge of the Bureau of Criminal Identification and their systems also helpful *Skill in typing at 40 wpm plus (net) verified in writing*, taking and transcribing dictation as required by the position, operating modern office equipment including (but not limited to) a multi-line telephone and fax machine, operating computer equipment and applicable software.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to exercise initiative and sound judgment and to react resourcefully under varying conditions, maintain accurate records and strict confidentiality of information and records, follow written and oral instructions, communicate effectively (orally and in writing), establish and maintain effective working relationships with supervisors, other employees, other agencies and the general public.

SPECIAL QUALIFICATIONS Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

TOOLS AND EQUIPMENT USED A multi-line telephone and fax machine, operating computer equipment and applicable software.

PHYSICAL DEMANDS 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 frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT 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 quiet.

POSITION CLOSES: SEPTEMBER 10, 2010
APPLICATION MUST BE SUBMITTED TO:

Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - DRUG & BACKGROUND
TESTING REQUIRED