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| **Job Opportunity:** | Legal Secretary II |
| **Department:** | States Attorney’s Office |
| **Rate of Pay:** | $25.04/hour (DOE) |
| **Status:** | Full-time, benefit eligible |
| **Close Date:** | March 18, 2024, 11:59 pm |
| **Shift Details:** | 8:00 am – 5:00 pm, Monday – Friday; There might be a variation to work hours and days to support the department and County needs. |
| **How to Apply:** | A Grand Forks County application must be completed and submitted with a resume and cover letter. Applications may be obtained from: 151 South 4th Street, 1st FloorGrand Forks, ND 58201Or from: <https://www.gfcounty.nd.gov/information/employment-opportunities>Applicants seeking Veteran’s Preference must submit form DD214 along with their application.  |
| **Selection Process:** | Prospective employees will undergo a thorough background investigation. Each applicant’s education, training, and experience will be rated based on the required application materials submitted and the top-scoring candidates will be forwarded for further consideration. **Reasonable Accommodations:** In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Department Office, in writing, at the time of application.  |

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| **ABOUT THE POSITION** |
| Provide legal secretarial assistance to attorney staff and other professional staff in processing legal documents and other necessary legal casework relating to criminal, juvenile and civil matters, while working in conjunction with a variety of law enforcement and Court personnel.**Typical Duties and Responsibilities:** *The following duties are typical for this classification. Applicants may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth to address business needs and changing business practices.* **ESSENTIAL FUNCTIONS:** * Obtain jail log. Review log to determine which suspects were arrested and bonded out and which ones remain in custody and need to appear in In Custody Appearances. Print In Custody Court calendar for updates on who is scheduled for In Custody Appearances. Run criminal history record checks through the State Radio system, Odyssey and NDDOT.
* Enter case data into case management system from investigating agencies, including vital statistics of suspects, arrest/incident information and related party information. Obtain criminal records and driving abstracts from CJIS and State Radio. Assign States Attorney number and submit reports for processing to interns/attorneys. Contact investigating agencies for further information and documentation, if necessary.
* Prepare legal papers and correspondence such as summons, warrants, information, petitions, motions, orders, requests for criminal records, plea agreements, dismissals, affidavits, search warrants, letters, subpoenas, etc., typically from a request of attorney staff, draft or dictation regarding criminal and civil matters.
* Assist with civil commitment cases, including entering information into the case management system, filing, and preparing legal documents, and assisting the public, witnesses, or justice partners in obtaining information about the civil commitment process and procedures and forms necessary for filing with the court.
* Request cash bonds be released to the appropriate party.
* Photocopy correspondence and disburse to the various individuals and/or agencies, making appropriate service to parties. File documents with the Clerk of Court, when appropriate. Add Bates Stamp to all documents provided in Discovery.
* Responds to request for discovery. Redact all necessary information.
* Receive fingerprint cards, associate finger print card with respective arrest and count, resolves discrepancies, verify accuracy of criminal judgments, enter sentencing information into case management system, submit prosecution and disposition statutes to the Bureau of Criminal Investigation. Prepare correspondence to lead law enforcement agencies relating to the release of evidence obtained in the incidents.
* Corresponds with all law enforcement agencies and Courts relating to charges, fingerprint cards, dispositions, discrepancies in reports, missing information needed for Court appearances and dispositions.
* Provide criminal history to Federal Bureau of Investigation when requested.
* Assist attorney staff in the formatting of Supreme Court Briefs and Appendixes and the transmission of the Briefs and Appendixes electronically to the Supreme Court, serving appropriate parties.
* Process petitions for revocation of probation received from Parole and Probation.
* Close case files in CHAD online system and send letter to law enforcement agencies advising of such for release of evidence purposes.
* Handle confidential matters daily relating to all divisions of the States Attorney’s Office.
* Attends work during regularly scheduled hours.
* Perform other duties as assigned or apparent.

**MARGINAL FUNCTIONS:** * Act as Notary Public.
* Sort, review, and distribute incoming mail. Sort, post, and send mail.
* Answer and route telephone calls and greet and direct visitors.
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| **EDUCATION/EXPERIENCE** |
| *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:***Education:** Associate degree or 2-year post high school education program in Legal Secretarial field**Experience:** 2-3 years of previous legal experience required |

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| **ACCOUNTABILITIES AND QUALIFICATIONS** |
| *The following generally describes the knowledge and ability to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.* **ACCOUNTABILITIES:*** Perform job responsibilities in a manner consistent with the County’s vision, mission and values.
* Develop and maintain a thorough working knowledge of all department and County-wide policies, protocols and procedures that apply to the performance of this position.
* Develop respectful and cooperative working relationships with co-workers.
* Inform immediate supervisor of all important matters pertaining to assigned job responsibilities.
* Seek opportunities for further personal growth and development.
* Represent the County in a professional manner to all internal and external contacts when conducting County business.
* Comply with all rules and policies in order to maintain a safe work environment.

**KNOWLEDGE OF:** * Legal terminology and court procedures.
* Essential office software: Word, Excel, Case Management software and Outlook preferred.
* County departments and their services in order to assist the public on where they may go for assistance with their questions and concerns.
* Routine clerical support procedures, such as making copies, faxing, filing, etc.
* County policies and procedures.

**ABILITY TO:** * Exercise judgement, initiative, and capable of maintaining strict confidentiality of highly sensitive/confidential information.
* Operate computer and other office equipment, such as multi-line telephone, scanner, copier/fax and printers.
* Communicate clearly and concisely, both orally and in writing.
* Respond to requests from the general public.
* Deal diplomatically with disconnected individuals seeking legal assistance.
* Establish and maintain effective working relationships with government officials, co-workers and general public.
* Handle varying and often busy, stressful times.
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| **PHYSICAL DEMANDS AND WORKING ENVIRONMENT** |
| *The conditions herein 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 job functions.***PHYSICAL ABILITIES:** This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).**WORKING ENVIRONMENT:** Duties are performed in an office environment. Equipment used is standard office equipment to include personal computer, telephone, copier, fax, printers, and shredder.**HAZARDS:** Accidents improbable outside of minor injuries, such as abrasions, cuts, bruises; little exposure to health hazards. Has some variation in daily assignments or change in work pace and timeliness for end product.The County of Grand Forks will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status.  Equal Employment Opportunity Employer. |