

LEGAL SECRETARY

POSITION PURPOSE: PROVIDES SECRETARIAL AND CLERICAL ASSISTANCE TO THE DISTRICT ATTORNEY'S OFFICE

POSITION IN ORGANIZATION: REPORTS TO SUPPORT SERVICES SUPERVISOR

MAJOR DUTIES

1. Provides overall responsibility of case management for staff attorneys.
2. Transcribes dictation from staff attorneys for preparation of criminal and juvenile complaints/petitions which commence formal prosecution as required by Wisconsin Statutes. Assignments concerning categories of cases handled can vary and change without notice.
3. Receives, processes, and assigns juvenile and criminal cases pertaining to in-custody defendants arrested the previous evening. This process is an office priority and is assumed by legal support staff on a daily basis.
4. Acts as back-up support staff to be available "on call" at the request of area law enforcement for preparation of arrest/search warrants. This "on call" status frequently results in legal support staff being called to duty after normal business hours. Preparation of arrest/search warrants is routinely a lengthy process requiring input from the legal secretary.
5. Sets up files for incoming legal documents, incoming papers, and pulls appropriate files for District Attorney staff as required.
6. Prepares highly confidential correspondence and warrants on sensitive matters.

7. Organizes case files and assists staff attorneys in proper routing and processing of cases through the court system.
8. Prepares and files necessary documents in court for various legal proceedings and sends copies to appropriate parties.
9. Notifies staff attorneys assigned to cases of upcoming court calendar dates, time limits, and documents needed for cases.
10. Pulls files for court for staff attorneys.
11. Assists in maintaining accurate records through PROTECT.
12. Orders and maintains office supplies as needed. Prepare special vouchers for supplies.
13. Performs miscellaneous filings as required.
14. Assists individuals who walk in or call in.
15. Performs other secretarial responsibilities as needed.
16. Performs related duties as assigned.

PRINCIPAL ACCOUNTABILITIES

1. Ensures that support staff duties are provided in an efficient and timely manner
2. Ensures that all office procedures, policies, rules, and priorities, including confidentiality of case materials are maintained and observed at all times.
3. Ensures that all individuals are assisted promptly and courteously.