ISABELLA COUNTY, MICHIGAN

Position	Legal Secretary	**FLSA Status**	Non-Exempt
Department	Public Defender's Office	**Pay Grade**	4 $19.82 hourly

GENERAL SUMMARY

Performs a variety of legal secretarial and general clerical duties to ensure the timely flow of all necessary paperwork to support the operations and the programs of the Public Defender's Office.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Prepares, formats, proofreads and produces a final copy of a wide variety of reports, legal documents, letters, memoranda, templates, spreadsheets and statistical charts.
- Transcribes from rough draft, verbal instruction, phone recordings, text messages from mobile devices or other machine recordings.
- Reviews drafts for punctuation, spelling, and grammar; makes or suggests corrections to drafts; independently composes letters, memoranda, or basic reports from general instructions for information related to assigned responsibilities; and arrange for, upload or distribute copies of materials.
- Prepares accurate, timely transcription of extensive handwritten and dictated materials, including major investigation reports, lengthy taped interviews/statements, original pleadings and other court documents which are prioritized on the originator's timelines.
- Trains staff as needed in the use of modern office equipment and software.
- Schedules interpreters as requested by Public Defender Office staff for court appearance, jail visits and/or office appointments.
- Receives, sorts, and distributes office mail.
- May maintain meeting and appointment calendars; may schedule meetings and appointments for PD's office.
- Performs routine clerical duties and serves as receptionist backup.
- Must follow all Isabella County policies and procedures.
- Performs other duties and assignments as requested by Public Defender Office staff.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Associate's degree in secretarial science or criminal justice.
- At lease (1) year of secretarial/clerical experience.

Licenses or Certifications

- Current State of Michigan driver's license.

OTHER JOB REQUIREMENTS

- Ability to operate technology to search, update, correct and retrieve information.
- Ability to effectively communicate orally and in writing with a variety of people from divergent backgrounds.
- Ability to operate typical office equipment such as phones, computer, fax, calculator, printer, copier, scanner, digital video and digital cameras.
- Must maintain regular, reliable and predictable attendance.
- Maintain confidentiality with highly sensitive information.

PREFERRED QUALIFICATIONS

- None.

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures 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.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment	X		
Street environment (near moving traffic)	X		
Construction site	X		
Clinical health care environment	X		
In the community (homes, businesses, etc.)	X		
Warehouse environment	X		
Shop environment	X		
Detention center or correctional facility	X		
Exposures	**Seldom or Never**	**Sometimes or Occasionally**	**Frequently or Often**
Individuals who are unpleasant or unhappy			X

Individuals with known violent backgrounds			X
Communicable diseases	X		
Bodily fluids (blood, urine, etc.)	X		
Infectious waste	X		
Extreme cold (*below 32 degrees)*	X		
Extreme heat (above *100 degrees)*	X		
Moving mechanical parts	X		
Risk of electrical shock	X		
Vibration	X		
Fumes or airborne particles	X		
Toxic or caustic chemicals, substances waste	X		
Loud noises (*85+ decibels)*	X		

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.

The position involves *light physical demands*, such as exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects.