



# JOB OPENING

## Troup County Government

<b>Position:</b> Legal Secretary	<b>Department:</b> Court Services	<b>Salary:</b> \$20.09/Hr
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Under general supervision and instruction this position is responsible for providing administrative and secretarial support for the operations of the State Court Public Defender's Office.

### Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Knowledge of modern office practices and procedures
- ⇒ Knowledge of county and departmental policies and procedures
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Knowledge of court standards, practices and terminology
- ⇒ Knowledge of state laws regarding State Court probation and legal procedures
- ⇒ Knowledge of legal terminology, forms and grammar
- ⇒ Skill in prioritizing and organizing work
- ⇒ Skill in the provision of customer service
- ⇒ Skill in the maintenance of files and records
- ⇒ Skill in the use of such office equipment as a computer, scanner, fax machine and copier
- ⇒ Skill in oral and written communication

### Essential Duties and Responsibilities:

- ⇒ Performs a variety of routine administrative and paralegal duties
- ⇒ Receives new case information; determines type of case or file; determines case material needed including witness interviews; requests case material from appropriate officer; types production orders; performs data entry
- ⇒ Prepares and proofreads a variety of correspondence, legal forms and documents, including complaints, petitions, answers, responses, motions, discovery documents, briefs, opinions, proceedings, orders, decisions, court calendars of events, status of motions and others
- ⇒ Files documents in the Clerk of Court's office
- ⇒ Responds to telephone calls internally and from the public and/or attorneys concerning cases, issues, forms and procedures; confers with law enforcement agencies, courts and other agencies on status of charges or case material; schedules appointments with witnesses, victims, complaining parties, etc.
- ⇒ Maintains all confidential State Court files and correspondence
- ⇒ Assists the Public Defenders by preparing the court date calendar; maintains the Public Defenders calendar of cases for each State Court term
- ⇒ Confers with law enforcement agencies, courts and other agencies on the statues of charges of case material
- ⇒ Communicates with attorneys and law enforcement personnel regarding all pending State Court cases
- ⇒ Maintains records and files including warrant and driver and criminal histories
- ⇒ Schedules appointments with witnesses, victims and complaining parties
- ⇒ Prepares files for probation revocations
- ⇒ Performs all other related duties as assigned

**Employment Applications will be accepted Until Filled on Troup County's website @ [www.troupcountyga.gov](http://www.troupcountyga.gov).**

Job #: 06022026 Legal Secretary

Grade 12

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Eric Mosley*

Eric Mosley, County Manager

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