

County of Grundy
Job Posting



Date of Posting: June 13, 2022
Applications Accepted: Posted until filled
Job Title: Juvenile Legal Secretary
Department: State's Attorney
Reports to: State's Attorney
FLSA Status: Full-Time, 40 hours per week, Non-Exempt
Rate of Pay: \$15.00 to \$17.50 per hour

SUMMARY:

Under general supervision of State's Attorney, this position performs administrative tasks for employees within the State's Attorney's office.

GENERAL SECRETARY DUTIES:

Support attorneys in a legal setting
Answer phones, receive and relay messages
Handle counter issues {traffic tickets, dealing with public, general questions}
Contact local agencies for reports, etc. on pending cases
Copying
Maintain hard copies and electronic copies
Filing
Incoming/outgoing mail
Create new files
Run dockets daily and for future dates with special calls
Pull all files for daily calls and special calls {Diversion Court, Final Status}
Fill out arrest cards to send to state police
Monthly case dispositions to all agencies.
Order file jackets and labels
Determine matters of priority and handle accordingly
File documents with Circuit Clerk's office
Prepare Notices and Subpoenas for misdemeanor cases
Other duties as assigned

FOR CIVIL ATTORNEYS:

Handle all email for civil assistant
Email documents to County Board members
Dictation for civil matters
Preparing and drafting correspondence and legal papers {summons, complaints, motions, responses, writs, subpoenas) under the supervision of attorneys
Maintain and monitor calendar for civil assistant
Correspond with child support parties pertaining to dates, payments, etc. Assist in determining child support payments and arrearages
Follow up with Civil Assistant State's Attorney to get daily duties

Ensure that each child support case has proper documents placed in file prior to court date Prepare office correspondence (letters, memos) from attorneys
Alert attorneys about cancellations, new meetings and changes in the court call
Consult with attorneys to prepare for cases
Schedule meetings
Prepare County documents (resolutions, ordinances, memorandums)

FOR JUVENILE DUTIES:

Preparing and drafting correspondence and legal papers (summons, complaints, motions, responses, writs, subpoenas) under the supervision of attorneys
Contact local agencies for reports, etc. on pending cases
Ensure that each juvenile case has proper documents placed in file prior to court date
Prepare office correspondence (letters, memos) from attorneys
Alert attorneys about cancellations, new meetings and changes in the court call
Consult with attorneys to prepare for cases
Maintain and monitor calendar for juvenile call

EDUCATION AND/OR EXPERIENCE:

High school diploma or general education degree (GED). Knowledge and/or previous work experience in criminal legal work and/or the court system. Experience with Microsoft products, including email required.
Qualified candidate will have strong organizational skills, attention to detail, and ability to handle multiple priorities.
This employee must regularly lift and/or move up to 10 pounds.
Any qualified applicant with a disability and requiring reasonable assistance or accommodation to the application and/or interview process should contact the HR Department.

TO APPLY: Candidates must meet the minimum requirements of the position in order to be considered. Send resume and salary requirements to hr@grundycountyil.gov with "**Juvenile Legal Secretary**" in the subject line.

No phone calls please.

Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are defined in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1-103).