

County of Grundy – Job Posting Public Defender’s Office



Date of Posting: December 20, 2023
Applications Accepted: Posted Until Filled
Job Title: Legal Secretary
Reports To: Public Defender
Employee Status: Full-Time, 40 hours per week, Non-Exempt
Rate of Pay: \$17.00 per hour

SUMMARY

Provide clerical support to the Public Defender’s office. The main duties include, but are not limited to, answering telephones, preparing and processing general correspondence and maintaining files.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Answer phones
- Dictation
- Prepare office correspondence
- Prepare pleadings
- Handle office walk-ins
- Prepare claim forms
- Create new files
- Process incoming/outgoing mail
- Filing
- Copying
- Prepare and file monthly activity report
- Order and manage office supplies
- Maintain open/closed client list
- Maintain and monitor calendar
- Attend court with the attorneys
- Keep notes and distribute “next date” reminder notices to clients
- Transcribe notes from Dictaphone

MINIMUM REQUIREMENTS

Previous experience with dictation and transcribing at 55 words per minute

Five years of clerical experience with a preference for a legal environment

Experience with MS office products

Typing speed of 55 words per minute

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.
- While performing the duties of this job, the employee is regularly required to sit.
- Specific vision abilities required by this job include close vision.
- The employee is required to use hands to finger, handle, or feel.
- While performing the duties of this job, the employee is required to see, read, hear, smell, stand, walk, sit, climb, balance, stoop, kneel, crouch and crawl. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Any qualified applicant with a disability and requiring reasonable assistance or accommodation to the application and/or interview process should notify the HR Department.

Candidates must meet the minimum requirements of the position in order to be considered.

TO APPLY: Send resume and salary requirements to HR@grundyco.org with ***“Legal Secretary”*** in the subject of the email.

No phone calls please.

Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants without regard to race, religion, color, national origin, sex, age, marital status, mental or physical disability, political affiliations, sexual orientation, or any other non-merit factor.