

DEPARTMENT: MINI-CASSIA PUBLIC DEFENDER OFFICE  
DIVISION : ADMINISTRATION  
JOB TITLE : PUBLIC DEFENDER LEGAL SECRETARY  
LAST UPDATE : OCTOBER 2021  
FLSA STATUS : NON-EXEMPT

### JOB SUMMARY

Performs a variety of working level, legal secretarial duties designed to expedite legal services provided through the office of the Public Defender.

### NATURE AND SCOPE

Works under the general supervision of the appointed Mini-Cassia Public Defender. For policy, payroll and benefits purposes, this employee is a full-time Cassia County employee.

### MINIMUM JOB PREREQUISITES AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Valid Idaho driver's license.
2. Ability to respond to and serve the public with courtesy and respect.
3. Good working knowledge of computer operations and office practices and procedures.
4. Proficiency in the use of computer, scanner, copy machine, fax machine and other office equipment.
5. Ability to perform with a high degree of thoroughness and accuracy.
6. Bondable for Notary Public and handling funds.
7. Good communication skills, both oral and written.

### ESSENTIAL JOB FUNCTIONS

1. Ability to communicate with the public, co-workers and clients.
2. Ability to work with considerable independence.
3. Knowledge of legal terminology and legal documents within the department.
4. Ability to create, use and maintain a wide variety of records within the department.
5. Ability to read and interpret legal documents to ensure that they are proper on their face.
6. General knowledge of civil and criminal laws within the department.
7. Ability to gather information, research, and prepare reports on departmental operations and compliance of public defender office attorneys with case load guidelines as required by the Executive Board.

## SPECIFIC DUTIES

1. Type legal forms such as pleadings, motions, briefs, subpoenas for trial witnesses, petitions for subpoena power, incompetency hearings, etc.
2. Type general correspondence for attorneys including letters, legal documents and opinions; composes legal forms and documents.
3. Prepare court files and calendar all materials. Give notification to clients, witnesses or others involved.
4. Answer telephone; give and take messages.
5. File and update case files.
6. Transcribe interviews of defendants, witnesses, and victims.
7. Calendar due dates for various criminal case processes; assist attorneys in meeting hearing and case deadlines.
8. Monitor office inventory and assure availability of office supplies.
9. Perform other related duties as required or assigned.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. The employee will be reaching, talking and hearing in person and by telephone.
2. While performing the duties of this job, the employee may be required to sit and use fingers and hands to keyboard or type and handle materials.
3. The employee will be sitting with intermittent moving within an office environment.
4. The employee is occasionally required to reach with hands and arms.
5. The employee may occasionally lift or move office supplies, files, binders, etc. of up to twenty-five (25) pounds. If lifting more than twenty-five (25) pounds, employee will request assistance or use devices and/or equipment used in assisting lifting.
6. High stress can develop at any time and may be ongoing,
7. Meeting deadlines is imperative.
8. Will involve possible interaction with individuals who may be hostile, rude, offensive, abusive, violent, or have or carry communicable disease(s).
9. The noise level in the work environment is usually moderate.