

Clinton County, Iowa Job Description

Job Title:	Secretary III	Reports to: County Attorney
Department:	Clinton County	Pay Band: B22
Revision Date:	August, 2024	FLSA: Non-Exempt

SUMMARY: Serves as legal secretarial staff to the Clinton County Attorney's Office. Performs clerical and office tasks requiring attention to detail, computer skills, and the ability to follow direction. The position requires a high level of customer service, the ability to learn quickly, good organizational skills, and the ability to take direction, and work independently.

Essential Job Duties and Responsibilities:

- Represent Clinton County and perform duties in a professional, responsible, and trustworthy manner.
- Establish and maintain a positive working relationship with co-workers, supervisors, other departments, agencies, and members of the public.
- Ability to type 45 wpm accurately and utilize all Microsoft Office suite, scanners, calculators, fax machines, photocopiers, learn and maneuver through various legal software, file in alphabetical order, and answer multi-line telephones.
- Must be able to work within multiple law and court computer systems.
- Prepare and customize template legal documents prepared by attorneys.
- Handle confidential information and reports.
- Provide courteous and responsive customer service, screen inquiries, answer various legal questions from callers and visitors, i.e., the public, a variety of agencies (Federal/State/Local) as well as staff, department heads, probation officers, judges, and law enforcement officials by email, phone or in person. Must be able to ascertain the issue and document pertinent information to relay messages appropriately.
- Make phone calls as directed, assist in scheduling witnesses, preparing subpoenas for trial, and assure that law enforcement is aware of court dates.
- Act as a gatekeeper for EDMS (Electronic Document Management System) daily; draft and generate legal correspondence, type, and proofread various legal documents, files, photocopies, faxes, and scans court documents through EDMS.
- Independently compile information from police reports, review criminal histories, and determine obligations of the State to enhance criminal charges. Prepares letters to request certified documents of those charges.
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- Prepares legal documents as directed by the County Attorney.

Job Description: Secretary III

- Prepares statements of facts and minutes of testimony independently in routine cases, type forms such as petitions, orders, motions, notices, subpoenas, and County Attorney information.
- Works with criminal and civil clerk's office regarding matters such as filing criminal motions, order, getting subpoenas signed, and other case information as needed or directed.
- Manages incoming daily digital caseload to ensure all documents that are necessary to a case are placed in appropriate files.
- Provides back-up support for other secretarial office staff when necessary.
- Must be able to work within multiple law and court computer systems.
- Must have proficient organizational skills and the ability to prioritize tasks and work within deadlines of competing priorities while remaining positive and professional to both those within the office and others outside of the County Attorney's office.
- Performs other duties as assigned to assist those within the office.

Minimum Qualifications Requirements - (Education and Experience):

High School Diploma/GED Required
Advanced Degree is preferred.
Prior law office experience is preferred.

Minimum Qualifications – (Knowledge, Skills and Abilities):

- Knowledge of the Iowa Code and laws pertaining to State and Clinton County governments.
- Work effectively and efficiently with little or no direct supervision in a legal work setting.
- Ability to organize and prioritize multiple responsibilities and completing priorities by being flexible to meet demands of office changes.
- Ability to effectively utilize all office equipment.
- Ability to establish and maintain effective working relationship with co-workers, government officials, community groups, and other law enforcement agencies.
- Detail oriented in presentation of documents, reports, lists and correspondence.
- Comprehensive knowledge of standard office practices, procedures, equipment, related hardware and software, and secretarial techniques.
- Thorough knowledge of law practices and policies.
- Ability to learn specialized equipment and software related to business needs.
- Ability to interact with a variety of people, some in emotionally stressful situations.
- Ability to adhere to policy
- Ability to uphold a positive image of the Clinton County Attorney's office.

Job Description: Secretary III

Language Skills:

- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Ability to read and comprehend general legal business and legal documents.
- Ability to read and write legal reports and business correspondence.
- Ability to effectively present information and respond to questions from groups of law enforcement officials and the general public.

Mathematical Skills:

- Ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to maintain confidentiality and security of law enforcement information as appropriate.

Work Environment:

- Noise – Moderate (example: business office with computers and printers, light traffic)
- Ability to work at times within stressful and confidential situations.
- Working with the public can cause exposure to unpredictable smells in example: perfume, smoke, body odor.

Physical Demands:

- Standing – Approximately less than 1/3 of on-the-job time.
- Walking – Approximately less than 1/3 of on-the-job time.
- Sitting or being Stationary – Approximately greater than 2/3 of on-the-job time.
- Use of hands to finger, handle or feel – Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms – Approximately less than 1/3 of on-the-job time.
- Stoop, kneel, crouch, or crawl – Approximately less than 1/3 of on-the-job time.
- Weight lifted/force exerted – Occasionally requires lifting objects up to 25 pounds.
- Vision – Most tasks require the ability to perceive and decipher print, color or shades of color, depth, texture, and visual cues or signals.
- Talking or hearing – Approximately greater than 2/3 of on-the-job time.

Job Description: Secretary III

Supplemental Information:

- Knowledge of the overall function of a County Attorney's Office, the Iowa criminal justice system and Iowa county government is a plus. The ability to handle stressful situations, confidential information, and deal with a variety of people is necessary.
- Clinton County is an EEO employer and will engage in the interactive process where necessary to determine if a reasonable accommodation can be implemented to permit any person to perform the essential functions of the job.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Employee Signature: _____

Employee Printed Name: _____

Date: _____