



**DEPARTMENT:** County Attorney

**NATURE OF WORK:**

Performs responsible secretarial and administrative duties for the offices of the County Attorney. Work is performed in an office setting and deals with sensitive and controversial matters on a continuing basis, and has frequent public contact.

Work is performed under supervision of a Legal Secretary.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Assists the Legal Secretary in meeting office objectives in a timely manner. Serves as receptionist to the office; provides information to citizens and/or employees by telephone, through correspondence, or in person.

Assists in preparing documents for litigating court cases; social services hearings; loan closings; filing and release of water and sewer, and trash and grass liens.

Assists with research of information or data requested by citizens or staff, including compiling documents for FOIA requests.

Operates standard office equipment, including microcomputer and advanced software applications to produce letters, memoranda, legal documents, reports, forms, invoices, purchase orders, etc., working from rough drafts, tape recordings, handwritten notes, oral instructions, or established procedures.

Receives and distributes mail; schedules appointments and meetings.

Prepares and/or sends correspondence, of a general nature, with limited supervision.

Assists in copying and distributing Ordinance and Code Book Supplements.

Serves as backup to the two Administration positions responsible for preparing the Board of Supervisors' agenda packages and attending Board of Supervisors' meetings.

Provides backup for the Administration position responsible for answering the County's main telephone line.

Maintains filing system, including records retention monitoring, establishing new files as needed, purging annually, and general functions associated with record-keeping requirements.

Collects and transmits any fees received for permits or for copying documents.

Monitors the need for and prepares requisitions for office supplies.

Files and tracks House and Senate bills during General Assembly session.

Tracks invoices for correct billing code and amount before filing.

Delivers correspondence and mail to other offices at Government Center, as needed.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

### **JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are performed primarily in an office setting; operates computer keyboard, telephone, fax machine, calculator, and copier.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of standard office practices and procedures.

Knowledge of the structure and content of the English language and ability to write effectively incorporating correct spelling and meaning of words, rules of composition and grammar.

Considerable knowledge of software applications, including, but not limited to: word processing, spreadsheets, and websites; and the ability to use them to conduct work, collect, and analyze information.

Knowledge of telephone etiquette.

Ability to use internet and legal research systems (LexisNexis).

Ability to follow verbal and written instructions with limited supervision.

Ability to operate office equipment, word processing equipment, and microcomputers.

Ability to work under pressure, set priorities, and meet deadlines.

Ability to maintain moderately complex records and ensure their confidentiality.

Ability to establish and maintain effective working relationships with employees and the public.

Ability to learn the policies, procedures, structure, and services of the department and the organization.

Ability to perform a variety of secretarial and clerical work requiring exercise of judgment and organizational skills.

Ability to prepare reports and proofread materials for completeness and accuracy.

Ability to interpret and communicate the policies, procedures, and services of the unit.

Ability to independently apply and carry out policies and procedures within assigned areas of responsibility.

Ability to take and transcribe minutes of meetings.

Ability to maintain records, to assemble and organize data, and to prepare reports from such records.

Ability to establish and maintain effective working relationships with County staff, elected officials, colleagues in other organizations and the public.

Ability to type accurately and rapidly; ability to compose and edit documents for accuracy.

**MINIMUM QUALIFICATIONS:**

High school diploma or equivalent, including or supplemented by course work in secretarial science; considerable experience performing responsible secretarial work; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

Date: August 2006  
secretary.604\_014\_09

# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Secretary Position Number 601  
Department County Administration Division County Attorney

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. Mental Abilities:** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

**II. Verbal Abilities:** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

## 1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others \_\_\_\_\_
- \_\_\_\_\_
- Not essential to job functions

## 2. Hearing/Listening:

- Ability to distinguish between different tones
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

## 3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard               | <input type="checkbox"/> Use postage machine                               |
| <input type="checkbox"/> Use radio/console             | <input type="checkbox"/> Use hand tools                                    |
| <input checked="" type="checkbox"/> Use a calculator   | <input type="checkbox"/> Use power tools                                   |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____                                      |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function                     |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. Physical Demands:**

**1.Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5	5-10	10-15	15-25	25-50	50	Occasionally	Frequently	Continuously
<b>Lift</b>		✓					✓		
<b>Push/Pull</b>	✓						✓		
<b>Hold/Carry</b>		✓						✓	

Manipulation done from:  ground to waist  waist level  waist to shoulder  above shoulder  
(Check all that apply)

Not essential to job function:  Lift  Push/Pull  Hold/Carry (Check all that apply)

**2.Climbing:** To move up or mount by using the hands or feet.

- | Ladders  | Stairways  | Steps  |
|--|--|--|
| <input checked="" type="checkbox"/> Step stool         | <input checked="" type="checkbox"/> 1 flight           | <input type="checkbox"/> 1-2                           |
| <input type="checkbox"/> 8' to 10' step ladder         | <input type="checkbox"/> 2 flights                     | <input type="checkbox"/> 2-3                           |
| <input type="checkbox"/> Extension ladder              | <input type="checkbox"/> 3 or more flights             | <input type="checkbox"/> 3-4                           |
| <input type="checkbox"/> Other _____                   | <input type="checkbox"/> Other _____                   | <input type="checkbox"/> Other _____                   |
| <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

**3.Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9			
<b>Stand</b>	✓							✓	
<b>Sit</b>			✓					✓	
<b>Walk</b>		✓						✓	
<b>Run</b>									

If walking or running, over what type of terrain?  flat  rough  both

Not essential to job function:  Stand  Sit  Walk  Run (Check all that apply)

**4. Stopping, Kneeling, Crouching, and /or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

**Daily Amounts**

- 0-5x             5-20x             20-50x             50+x  
 Other \_\_\_\_\_             Not essential to job function

**5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

**Daily Amounts**

- 0-5x             5-20x             20-50x             50+x  
 Other \_\_\_\_\_             Not essential to job function

**6. Seeing:** To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

**VII. Driving:** The ability to transfer or convey in a vehicle.

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			

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