



METROPOLITAN PUBLIC DEFENDER SERVICES, INC.

JOB DESCRIPTION

SECTION ONE – POSITION INFORMATION

Classification Title:	Legal Secretary
Department:	Office Services
Supervised by:	Office Services Manager
FLSA:	Non-Exempt
Union Representation:	AFSCME Public Defenders Local 3668
Grade:	3
Salary:	\$12.54 - \$18.99 \$26,090.48 - \$39,491.14

SECTION TWO – SUPERVISION RECEIVED AND EXERCISED

Legal Secretaries receive general supervision from assigned management staff. This position does not exercise supervision over another support staff position.

SECTION THREE – POSITION SUMMARY

The Legal Secretary position performs a variety of confidential legal clerical work in support of the defense team. The work performed requires a general knowledge of the organization's operations.

SECTION FOUR – ESSENTIAL FUNCTIONS

The essential duties of this position include, but are not limited to, the following elements which require the Legal Secretary to:

- Type, format, proofread, and produce final copy of a wide variety of reports, legal documents, letters, memoranda, templates, spreadsheets, and statistical charts.
- Type from rough draft, verbal instruction, or transcribe live dictation, phone recordings, text messages from mobile devices or other machine recordings.
- Review drafts for punctuation, spelling, and grammar; make or suggest corrections to drafts; independently compose letters, memoranda, or basic reports from general instructions or information related to assigned responsibilities; and arrange for, upload or distribute copies of material.
- Prepare accurate, timely transcription of extensive handwritten and dictated materials, including major investigation reports, lengthy taped interviews/ statements, original pleadings and other court documents which are prioritized on the originator's timeline.
- Phone Administration and Security System Back-Up to Office Services Manager.
- Maintain the MPD Wiki for Office services related items and contacts.

- May edit photos or video; scan or print documents; index, bates stamp and mail discovery; create trial notebooks; run Accurint reports.
- Train staff as needed in the use of modern office equipment and software.
- Cover Office Assistant reception duties as needed.

SECTION FIVE – NONESSENTIAL FUNCTIONS

- Maintain availability to other staff members for consultation and education; participate in training programs; maintain current knowledge of appropriate support functions.
- Maintain a professional demeanor within and outside the office.
- Participate actively in the performance appraisal process, staff meetings, office committees, projects and training, as required.
- Train backup personnel in proper operation of phones, logging arrivals and departures and other elements pertinent to relief operations of the reception desk and other essential functions.
- May schedule interpreters, as requested for court appearance, jail visits and/or office appointments.
- May assist with expungement clinic including processing of expungement paperwork.
- Under the direction of the Chief Legal Assistant, may redact discovery using Adobe software.
- Other duties, as assigned.

SECTION SIX – EQUIPMENT OPERATED

Computer, telephone, fax, postage meter, and networked copiers, printers, and scanners.

SECTION SEVEN – JOB SPECIFICATIONS

KNOWLEDGE

- High school diploma or GED.
- Education or experience working in the legal or social service field is preferred but not required.
- English usage, spelling, grammar and punctuation.
- Principles and procedures of record keeping and business letter writing.
- Proper telephone etiquette.
- Practices used in minute taking and preparation.
- Basic usage of modern office equipment and wide variety of software programs.
- Basic mathematical principles.
- Principles and practices of working safely.

SKILLS

- Operate modern office equipment.
- Type 90 words per minute with accuracy.
- Take and transcribe live and recorded dictation at a speed necessary for successful job performance.

ABILITIES

- Ability to learn and apply legal office procedures and practices including legal terms, documents, and forms.
- Ability to communicate clearly and concisely, both orally and in writing with the public, clients and coworkers.
- Ability to prepare routine reports.
- Ability to work independently with minimal supervision.
- Ability to schedule and coordinate projects; set priorities; adapt to changing priorities.
- Ability to exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Ability to establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

- Ability to multitask with strong organizational skills and attention to detail.
- Ability to maintain confidentiality of agency records.
- Ability to courteously greet employees, clients and guests.
- Ability to deal effectively with people of widely divergent backgrounds.
- Ability to relate empathetically to clients and their special needs.
- Ability to learn and work within office policies and procedures affecting assigned work.
- Ability to apply office policy, procedures and work rules affecting assigned work.
- Ability to organize work efficiently and to make appropriate decisions concerning work methods.
- Ability to review forms or information for accuracy and completeness.
- Ability to apply common sense understanding to carry out instructions.
- Ability to work independently and as part of a team.

COMMISSION

- Notary Public must be current or obtained within a specified time frame.

SECTION EIGHT – PHYSICAL REQUIREMENTS

Essential functions require maintaining minimal physical condition necessary for sitting, standing, walking, and crouching/stooping/squatting.

SECTION NINE – WORK ENVIRONMENT

The work environment is friendly, team-oriented, cooperative and respectful. The requirements of this position are performed in an office setting. The Legal Secretary will work from 8:00 a.m. to 5:00 p.m. Monday through Friday. Regular and predictable attendance is a requirement of the job. Overtime must be pre-approved in writing by the County Director.

APPROVALS & REVISION DATES

Created September 16, 2014

Approved by:

- Lane Borg, Executive Director**
- Kati Dunn, Multnomah County Director**
- Greg Scholl, Washington County Director**
- Kristine Constans, Human Resources Manager**