

GRANITE COUNTY
POSITION DESCRIPTION

NOVEMBER 2016

POSITION: Part-Time Relief Legal Secretary/Clerk

DEPARTMENT: County Attorney, District Court, Justice Court

ACCOUNTABILITY: County Attorney, Clerk of District Court, Justice of the Peace

SUMMARY OF WORK: Processes documents and waits on customers; types, files, and updates records on computer. This is a part-time relief position with no regularly scheduled hours.

JOB CHARACTERISTICS:

Nature of Work: This position performs clerical and secretarial duties requiring adherence to standards of accuracy, detail, timeliness, and confidentiality in the maintaining of records. Must be able to perform varied duties within various offices. Must be able to work flexible hours. Must be able to work with frequent interruptions.

Personal Contacts: Daily contact with the public to process documents and provide information. Frequent contact with other county and state officials, judges and attorneys.

Supervision Received: Works under the general supervision of the official in charge of the office where relief services are required.

Essential Functions: Position requires ability to communicate orally and in writing; type; file; climb stairs; operate office machines, including computer; basic knowledge of legal terminology; receipt in fines and fee money; issue marriage licenses; ability to distinguish confidential information from public information.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Answers telephone and transmits messages; manages, files and locates office files and records; operates offices machines, including computer; waits on customers and provides information; distinguishes public information from confidential information; assures information is entered timely into the appropriate computer program; receipts in fines and fee money; issues marriage licenses.

Performs other duties as needed.

JOB REQUIREMENTS:

Knowledge: This position requires knowledge of office procedures and the use of office machines including a computer; knowledge of legal terminology and legal documents; knowledge of English grammar; basic accounting.

Skills: This position requires skills in typing and computer usage; utilization of various computer programs; maintaining confidentiality of sensitive information; courteous and timely customer service.

Abilities: This position requires the ability to: pay attention to accuracy and timeliness of documents; maintain standards of confidentiality and integrity; maintain accurate and timely records; be flexible to work varied hours; know and apply legal guidelines; distinguish public information from confidential information; communicate effectively orally and in writing; follow verbal and written instructions; lift heavy books; establish effective working relationships with fellow employees, public officials, attorneys, and the general public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- A High School diploma or GED.
- Experience in legal office setting and with computers preferred.
- Bookkeeping and data entry experience helpful.
- Experience in working with the public preferred.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding job description requirements and duties. Examples of job performance standards include, but are not limited to, the following:

- Performs assigned duties.
- Is able to work a flexible schedule.
- Processes documents accurately and in a timely manner.
- Receives and processes documents following established procedures and rules.
- Is able to work alone and make basic decisions.
- Helps maintain an efficient and effective office environment.
- Ensures the confidentiality of sensitive information.
- Demonstrates punctuality and observes work hours.
- Displays tact, consideration, and cooperation when dealing with the public.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.