


<b>JOB DESCRIPTION</b>	<b>EXTERNAL</b>
<p style="text-align: center;"><b>County of York</b></p>  <p style="text-align: center;"><b>DISTRICT ATTORNEY'S OFFICE</b></p>	<p style="text-align: center;"><b>LEGAL SECRETARY</b></p> <p>Status: Full-Time</p> <p>FLSA: Non-Exempt / Hourly</p> <p>Salary: \$18.77 - \$20.73</p> <p>Union: M.S.E.A. – Grade 5</p> <p>Reports To: District Attorney or Designee</p>

### **Job Summary**

This full-time Legal Secretary position will assist the District Attorney and staff with the efficient and accurate processing of criminal case file documentation and processing.

### **Scope/Supervision**

Works under the general supervisor of the District Attorney and his/her designee who provides guidance on technical matters, and who reviews completed work assignments for conformance with established rules, regulations, and state laws.

### **Responsibilities and Examples of Duties**

1. Pull criminal case files and prepare for daily criminal court lists.
2. Updating of case files in database from daily criminal court lists, including but not limited to uploading of applicable paperwork.
3. Typing of dispositional paperwork to include but not limited to, complaints, information, filings, and dismissals.
4. Follow up and review of cases that are filings, deferred sentencing, and administrative releases.
5. Typing and filing of paperwork with the Court as needed for ADA's including motions and correspondence.

6. Managing case files in filing system including locating of files and disposal of outdated files
7. Data entry as needed in JustWare.
8. Data entry of case dispositions in JustWare
9. Work in conjunction with trial managers to ensure discovery is properly prepared and distributed.
10. Work in conjunction with the grand jury manager with pre-indictment cases.
11. Work as a liaison with the public, police departments and court personnel.
12. Ability to travel to the Court on an as needed basis.
13. Covering switchboard as needed.
14. Other duties may be assigned from time to time by supervisory personnel.

### **Knowledge, Skills, and Abilities**

1. High School graduate or equivalent required.
2. Good customer service skills.
3. Professional and courteous demeanor.
4. Valid Driver's License.

### **Work Environment**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit for long periods of time; walk; use hands to type for in a repetitive motion; and reach with hands and arms. As well as on occasion lift 25 pounds or more.

### **Expected Hours of Work**

A normal work schedule is required based on the needs of the office. Overtime and evening hours are limited.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Interested candidates may submit a resume and/or application with qualifications to:

York County Human Resources

Attn: Linda Corliss

45 Kennebunk Road, Alfred, ME 04002

Or via email: [lmcorliss@yorkcountymaine.gov](mailto:lmcorliss@yorkcountymaine.gov)

Physical Address: 149 Jordan Springs Road, Alfred, ME 04002

**Deadline: This posting will remain open until a qualified candidate has been selected.**

York County Government is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability, or protected veteran status.