

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Agency:	Prosecutors Office	Unit:	Clerical
Name:		Position Title:	
Class Title:	Legal Secretary / Receptionist	Class Number:	11175
Dept./Div.:	Prosecutors	Civil Service Status:	Unclassified
Reports To:	Office Manger	Employment Status:	Full-time
Pay:	Resolution	FLSA Status:	Non-exempt

QUALIFICATIONS: An example of acceptable qualifications:

Must be able to multi-task, be proficient in computer skills; literate with Microsoft Work program; and be highly organized. Must demonstrate ability to work independently, requires confidentiality and professional conduct. Experience in legal field preferred.

LICENSURE OR CERTIFICATION REQUIREMENTS:

N/A

EQUIPMENT OPERATED: The following are examples only and are not intended to be all-inclusive.

Computer, office copier, telephone, typewriter.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: For purposes of ORC 4167.

Occasional - Exposure to potentially violent or emotionally distraught persons.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

(Employee Printed Name)

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Name:		Position Title:	
Class Title:	Legal Secretary / Receptionist	Class Number:	11175
Supervisor's Title:	Office Manager	Number:	

Supervises: N/A

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES: In order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: (* indicates developed after employment)

40% (1) Answers phone, directs calls to appropriate extension, take messages, handle routine calls; greet and direct people who come to the Office; responds to inquiries from public and staff; provides information; handles matters of a confidential or sensitive nature.

(1) **Knowledge of:** (a)*; (c).
Ability to: (d); (e); (f).

35% (2) Work with court professionals, judges, prosecutors and law enforcement providing professional secretarial and receptionist support and various routine clerical tasks, e.g., types letters, reports, copies documents; files and retrieves information; maintains directory; operates and maintains office equipment; reviews documents for accuracy and completeness; counts, sorts, update computerized case files in database program; assists in preparing court documents; update calendars daily; handle incoming and outgoing mail; miscellaneous filing, copying and faxing; organization of reception area.

(2) **Knowledge of:** (a)*; (c).
Skill in: (g).
Ability to: (e); (h); (i).

20% (3) Maintains routine account records. Completion of special projects or assignments.

(3) **Knowledge of:** (a)*; (c); (j).
Ability to: (d); (e); (f); (h); (i); (k).

OTHER DUTIES AND RESPONSIBILITIES:

5% (4) Performs other related duties as required. Reports to Office Manager.

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MINIMUM ACCEPTABLE CHARACTERISTICS: (* indicates developed after employment)

Knowledge of: (a) organizational policies and procedures*; (b) switchboard equipment operation; (c) office practices and procedures; (j) bookkeeping procedures.

Skill in: (g) typing.

Ability to: (d) communicate effectively; (e) follow oral and written instructions; (f) develop and maintain effective working relationships; (h) record data accurately; (i) file information in alphabetical, numerical and chronological order; (k) add, subtract, multiply and divide whole numbers.

