



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

Position: Receptionist/Legal Secretary (Criminal)

Schedule: Full-time with Benefits

Department: County Attorney's Office

Salary: \$ 15.45 per hour

Closing Date: Open Until Filled

Department Administrator: Josh Racki

APPLICATION PACKET REQUIREMENTS:

- ✓ A completed Cascade County Employment Application
- ✓ Letter of Introduction
- ✓ Detailed Resume
- ✓ Typing Test - 40 wpm with no errors. Typing tests are available online or from Job Service.

At a minimum, all qualified applicants must have:

Education/Experience/Training:

- High School Diploma, HSE or GED required. Post graduate degree preferred.
- **And** two (2) years of general office experience required. Criminal law experience preferred.

Licenses:

- Valid Driver's License issued by the State of Montana.
- Must have or obtain within three (3) months of hire a Certificate of Commission to serve as a Montana Notary Public and maintain such Certificate current, valid and in good standing throughout the term of employment.

JOB SUMMARY

The Receptionist/Legal Secretary – Criminal, in accordance with policies and procedures established by the Cascade County Attorney, works primarily with attorneys in processing misdemeanor level prosecutions filed in Justice Court and limited felony level prosecutions in District Court and other criminal proceedings related thereto. The Receptionist/Legal Secretary – Criminal performs general data entry, information retrieval from computer databases, processes revocations, extraditions, etc., drafts various legal pleadings and correspondence, sets up case files for the attorneys, keeps case files and filing cabinets organized and current, files pleadings with both Justice and District Court, receives and reviews police reports, accurately logs calendar trials and information, monitors deadlines and tracks cases through the criminal justice system, professionally communicates with law enforcement, civilian witnesses, crime victims, defense attorneys and the public via telephone, in writing or in person, proof reads, photocopies, faxes, prints, emails, files, maintains strict confidentiality. The Receptionist/Legal Secretary – Criminal also greets the public in the office and by answering the phone and directing calls to the appropriate party, is responsible for twice-daily "mail-run" duties, preparing files for new cases, copies and distributes paperwork to the support staff and attorneys and performs other related duties as required or assigned. Must be able to pass background check and meet and maintain implemented or required security approvals for employment with the Cascade County Attorney's Office.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Sets up and organizes legal files; orders investigative reports, photos, tapes, DVD's, Triple I Reports, driving records, interviews and transcripts; reviews, enters and distributes various reports, enters Warrant requests, processes tickets from law enforcement, coordinates with the Detention Center regarding initial and other formal appearances of defendants, assists with prelims as directed, prepares motions and orders as directed, prepares Extradition and Fugitive from Justice paperwork, prepares Persistent Felony Offender pleadings, prepares revocations and subpoenas as directed, calendars hearings, pulls and prepares files for attorney court appearances, closes out case files when defendants are sentenced or when charges are dismissed, pulls discovery files, enters and retrieves computer data, performs the twice daily mail-run for the office, distributes paperwork to co-workers, maintains strict confidentiality, maintains a pleasant and helpful disposition, is punctual, exhibits consistent daily attendance; answers multi-line phones, photocopies, scans and faxes, files pleadings with the Justice and District Court, communicates with callers, government officials and employees, victims, law enforcement, court personnel and defense counsel and defendants as directed, monitors case deadlines, tracks case progress through criminal justice system, performs other duties as assigned.

Knowledge and understanding of: Law office practice, preferably criminal law, Justice Court and District Court procedures, legal and office terminology, familiarity with the rules of Discovery, HIPAA, and other privacy and security rules, competency operating all types of office equipment including multi-line telephone, fax machine, copier, scanner, printer, computer and occasionally a manual typewriter, competency with word-processing,

preferably Microsoft Office Suite software including Word, Outlook and Excel, prosecutorial software such as Justware, Karpel and Zuercher, and Full Court, professional phone and customer service etiquette, Cascade County and County Attorney Office policies and procedures.

Skills in: Typing, data entry and word processing, accuracy and attention to detail, records management, time management.

Ability to: Type a minimum of 40 wpm with no errors, multi-task and be well organized, maintain a professional disposition and utilize good interpersonal skills, focus and concentrate in a stressful environment with heavy workloads and strict timelines, deal with conflict in a professional and appropriate manner, resolve interpersonal conflict in a straightforward and timely manner and set priorities, work independently and be self-directed, accept responsibility and be self-motivated, respond promptly to requests for service and assistance from the public and various office personnel, maintain strict confidentiality, communicate in a professional and effective manner with others, both orally and in writing, follow verbal and written instructions, utilize good interpersonal skills, establish effective working relationships with law enforcement, fellow employees, supervisors, victims and the public, interact with the public or other employees in a professional, respectful and courteous manner, operate a personal computer using processing and similar programs, use proper sentence structure, punctuation, grammar and spelling, proof read, maintain accuracy, handle stress and conflict, conduct self with deference to the court and court personnel, work for sustained periods of time maintaining concentration and attention to detail, proficiently operate a computer to complete required job duties, perform a wide variety of tasks with accuracy and speed under the pressure of time-sensitive deadlines, quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology, meet challenges with resourcefulness through original thinking and creativity, observe work hours and demonstrate punctuality, follow established chain of command.

The successful applicant shall serve a 6-month probationary period and will have a background check conducted. The results thereof may disqualify the applicant from consideration for employment with the County.

This position is covered by and subject to the Collective Bargaining Agreement by and between Teamsters Local Union #2 and the Cascade County Office and Clerical Employees.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference must provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification and Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER