

GREENLEE COUNTY

FULL TIME LEGAL SECRETARY/VICTIM ADVOCATE

\$16.32 Hourly

NATURE OF WORK

Under the supervision of the County Attorney, Deputy County Attorneys, and Senior Paralegal, the legal secretary/victim advocate is responsible for general office work, legal support, and victim advocacy.

TYPICAL DUTIES

The typical duties of the legal secretary/victim advocate include:

1. Maintaining office and court calendars;
2. Preparing correspondence, legal documents and pleadings, etc. under the direction of attorneys and senior paralegal;
3. Maintaining financial documents, office docket, and office records;
4. Handling telephone calls and interacting with the public;
5. Applying for and administering grants;
6. Administering programs such as bad check, victim services, and adoptions;
7. Transcribing recorded interviews;
8. Occasional travel for training and/or victim advocacy meetings;
9. Maintaining confidentiality of sensitive and privileged information;
10. Other duties as assigned.

QUALIFICATIONS

Minimum Qualifications: A qualified applicant will have a high school diploma or GED. The applicant must be capable of working under demanding time deadlines. The applicant must be comfortable handling the varied and sometimes difficult interactions inherently involved in prosecution offices. The applicant must be able to use a computer for word processing and be proficient in standard office computer applications including Microsoft Office products and Adobe Pro.

Desirable Knowledge, Abilities and Skills (Not mandatory): Prior secretarial and legal office experience; knowledge of the Arizona Revised Statutes, legal terminology, and the ability to conduct legal research; knowledge of general office practices and procedures; ability to make independent decisions and establish and maintain effective working relationships with co-workers, other agencies and the public; and the ability to conduct online research including through social media.

SPECIAL QUALIFICATIONS

Valid Arizona driver's license.