

Craighead County is accepting applications for position of Legal Support Specialist until Monday, May 15. Resumes are only accepted via email at ctyjudge@craigheadcounty.org. NO PHONE CALLS PLEASE.

POSITION DESCRIPTION

The Legal Support Specialist is responsible for providing legal administrative support to legal personnel in the Public Defender's Office. This position is governed by state and federal laws and agency/institution policy.

TYPICAL JOB RESPONSIBILITIES

Reviews incoming legal cases and documents for completeness, accuracy, and compliance and prepares a variety of legal pleadings for review by the attorney. Processes all documents for court and legal action. Issues and processes subpoenas for witnesses for court hearings or mediation and processes statements. Maintains a schedule to monitor service of process, return of service and other time sensitive documents. Schedules hearings, sets case for court, enters case into docket book for court and assembles all necessary case materials for attorney. Prepares Answers to Motions and orders correctly and timely and routes orders to judge or opposing counsel when approved by the attorney. Creates, opens, and maintains confidential case files, updates narrative as case progresses and enters case information into appropriate database. Prepares, faxes, copies, files, and mails case information and documents, as needed, in a timely manner, following established procedures and protocol. Assists customers on case status, either in person or on telephone, and provides general information or routine responses. Transcribes hearings. Copies, files, and processes documents following standardized procedures. Initiates telephone calls to the respondent, defendant, attorney's office, and others directly involved in the case. Conducts research and investigations as assigned and reports findings to attorney/judge in written or verbal narrative. Performs duties as assigned.

KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of applicable laws and regulations, the legal process and legal terminology. Knowledge of computers and software application programs, database management and basic accounting principles. Knowledge of office practices and legal research techniques. Ability to compose, proofread and edit correspondence, reports and other documents. Ability to coordinate, instruct and review the work of others as a lead worker. Ability to handle confidential information. Ability to establish and maintain cooperative working relationships with agency staff and other relevant legal and agency contacts. Ability to work independently in the absence of supervision.

MINIMUM QUALIFICATIONS

The formal education equivalent of a high school diploma; plus two years of specialized training in the clerical or secretarial field; or two years of legal secretarial experience.

OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS.