

**WINNEBAGO COUNTY
POSITION DESCRIPTION**

POSITION: CONFIDENTIAL SECRETARY (PARALEGAL)

DEPARTMENT: DISTRICT ATTORNEY

DATE: FEBRUARY, 2008

POSITION PURPOSE: PROVIDES SECRETARIAL AND PARALEGAL ASSISTANCE TO THE DISTRICT ATTORNEY'S OFFICE

POSITION IN ORGANIZATION: REPORTS TO SUPPORT SERVICES SUPERVISOR

MAJOR DUTIES

1. Provides overall responsibility of case management in a paralegal capacity for the assigned staff attorney.
2. Transcribes dictation from staff attorneys for preparation of criminal complaints. Generates criminal complaints, based on charges as determined by staff attorneys, for formal prosecution as required by Wisconsin Statutes.
3. Prepares confidential correspondence and warrants on sensitive matters.
4. Provides assistance with case management, in a paralegal capacity, to Assistant District Attorneys, including drafting documentation for criminal prosecution.
5. Notifies staff attorneys of upcoming court calendar dates, time limits, and documents required for criminal cases.
6. Types correspondence and forms, makes copies and distributes information to appropriate recipients as required.
7. Provides back-up for legal support staff and is available for "on call," at the request of area law enforcement, for the preparation of arrest/search warrants. This "on call" status can result in legal support staff being called to duty after normal business hours. Preparation of arrest/search warrants can be a lengthy process requiring input from the confidential/legal secretary.
8. Prepares and files necessary documents with courts for legal proceedings. Distributes copies to the appropriate parties.
9. Assists staff attorney(s) with case preparation including witness preparation for evidentiary hearings.
10. Performs miscellaneous filings as required.

11. Performs related duties as assigned.

PRINCIPAL ACCOUNTABILITIES

1. Ensures that support staff duties are provided in an efficient and timely manner.
2. Ensures that all office procedures, policies, rules, and priorities, including confidentiality of case materials are maintained and observed at all times.
3. Ensures that all individuals are assisted promptly and courteously.

GENERAL QUALIFICATIONS

1. Possess thorough knowledge of office terminology, practices, procedures, and equipment.
2. Must possess paralegal certification.
3. Ability to type accurately at a rate of 55 wpm.
4. Ability to use and learn various computer software applications.
5. Ability to take and transcribe dictation proficiently at a reasonable rate of speed.
6. Ability to file information properly and consistently.
7. Ability to operate various copy machines and equipment.
8. Ability to work with little direct supervision and assume responsibility for case needs.
9. Possess excellent oral and written communication skills.
10. Possess good organizational skills.
11. Ability to multi-task.
12. Possess an absolute ability to maintain a high level of discretion and confidentiality.
13. Ability to establish and maintain effective working relationships with fellow employees.
14. Ability to deal effectively and cordially with the general public.
15. Ability to make decisions in accordance with rules of ethics, laws, and court procedures.