



York County Government

District Attorney's Office Legal Secretary – District Court **(External Posting)**

Position: Legal Secretary – District and Court
Status: Full Time
FLSA: Hourly \$15.03 / MSEA Union-Grade 5
Reports to: District Attorney or Designee

Purpose of the Position

This full-time Legal Secretary position will assist the District Attorney and staff with the efficient and accurate processing of all District and Superior Court documentation and processing.

Scope/Supervision

Works under the general supervisor of the District Attorney and his/her designee who provides guidance on technical matters, and who reviews completed work assignments for conformance with established rules, regulations and state laws.

Responsibilities and Examples of Duties

1. Pull files and prepare for daily 8:30 criminal list
2. Disposition of files from 8:30 criminal list
3. Typing of dispositional paperwork to include but not limited to, complaints, information, filings and dismissals.
4. Follow up and review of cases that are filings, deferred sentencing and administrative releases
5. Filing all paperwork for ADA's and most support staff including motions and correspondence
6. Managing files in storage including locating files for staff and disposal of outdated files
7. Data entry as needed for Justware
8. Typing dispositions for District and Superior Court as needed
9. Covering switchboard as needed
10. Backup for District Court Bail Reviews, mail, protections, continuances, etc. as needed

11. Other duties as may be assigned from time to time by supervisory personnel.

Knowledge, Skills and Abilities

1. High School graduate or equivalent required.
2. Good customer service skills.
3. Professional and courteous demeanor.
4. Valid Driver's License.

Work Environment

The physical demands described here are representative of that must be met by the employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit for long periods of time; walk; use hands to type for in a repetitive motion; and reach with hands and arms. As well as on occasion lift 25 pounds or more.

Expected Hours of Work

A normal work schedule is required based on the needs of the office. Overtime and evening hours are limited.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Candidates who wish to apply must submit an application, and resume to the Human Resource Office. All applications / resumes should be received before **12 pm on Monday, July 13, 2020**. Applications & Resumes can be dropped off at the County Government building at 149 Jordan Springs Road, Alfred, Maine between 8 a.m. and 4 p.m. or mailed to 45 Kennebunk Road, Alfred, ME. **Attention Human Resource Department.**

The application can be found online by **downloading only** and/or printing it from the County website at <http://www.yorkcountymaine.gov>