

Job Post Legal Secretary assigned to Felony Division for District Attorney's Office, 22nd JDC,

St. Tammany Parish, Covington Office

Legal Secretary (Felony) Job Responsibilities:

Enhances attorney effectiveness by providing information-management support; preparation of quality legal documents, maintaining case and file materials. Assisting in Court as needed.

Legal Secretary Job Duties:

- Welcomes law enforcement, attorneys and others by greeting them in person or on the telephone; answering or directing inquiries.
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics; coordinating case preparation, case filing, and trial.
- Receives, documents, accounts, and prepares for disbursement funds associated with Felony matters.
- Conserves attorneys time by reading, researching, reviewing, verifying, and routing correspondence, reports and legal documents; drafting letters and documents; collecting and analyzing information; collecting and inputting payments; calculating and disbursing payments; initiating telecommunications; organizing case conferences, and attorney meetings; scheduling couriers, court reporters, expert witnesses, and other special functions; coordinating preparation of charts, graphs, and other courtroom visuals.
- Maintains attorney calendar by planning and scheduling conferences, teleconferences, pre-trial matters, necessary travel; recording and monitoring court appearance dates, pleadings, and filing requirements; monitoring evidence-gathering; anticipating changes in charging or other transaction preparation requirements.
- Represents attorney by communicating and obtaining information; following-up on delegated assignments; knowing when to act and when to refer matters to attorney.
- Documenting and inputting information into prosecutorial software system and other databases as required by office policy.
- Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions; maintaining transcripts; documenting and maintaining evidence.
- Ensures operation of equipment by completing preventive maintenance requirements; calling for repairs.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Enhances department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Provides back up for other positions based on cross training.

Legal Secretary Skills and Qualifications:

Documentation Skills, including data input, Meeting Planning, Telephone Skills, Office Experience - General, PC Proficiency, Word and/or WordPerfect proficiency, Excel Spreadsheet Proficiency, Verbal Communication, Internal Communications, Dependability, Professionalism, Interpersonal Skills.

Salary Range

Starting salary commensurate with experience --with parish benefits, paid health for employee, parish retirement benefits.