

# Grand Forks County States Attorney's Office is accepting applications for a **Legal Secretary II**

Hourly Starting Rate: \$18.35, Paid Semi-Monthly  
Plus an Excellent Benefits Package

Grand Forks County is an Equal Opportunity Employer

## HOW TO APPLY

**A Grand Forks County application must be completed.** Applications may be obtained from:

Grand Forks County, Human Resources  
151 South 4<sup>th</sup> Street, 1<sup>st</sup> Floor  
Grand Forks, ND 58201

Or at [www.gfcounty.nd.gov](http://www.gfcounty.nd.gov)

**DEADLINE TO APPLY:** September 25, 2017 by 5:00 pm.

Applicants seeking Veteran's Preference must submit form DD214 with their application. The top 5-10 candidates will be granted an interview.

**Selection Process:** Prospective employees will undergo a thorough background investigation.

**Reasonable Accommodations:** In compliance with the Americans with Disabilities Act, if you need special assistance in the selection process, please notify the Human Resources Department Office, in writing, at the time of application.

## ABOUT THE STATES ATTORNEY'S OFFICE

The States Attorney's Office is responsible for prosecuting all criminal matters, as well as juvenile delinquencies, child deprivations and parental termination; providing legal service to county departments; representing petitioners in mental health commitments; administration and policy functions of the State's Attorney's office; and provide direction and training to law enforcement agencies within Grand Forks County.

## ABOUT THE POSITION

Grand Forks County States Attorney's Office is seeking a **full-time LEGAL SECRETARY II** to provide legal secretarial assistance to attorney staff and other professional staff in processing legal documents and other necessary legal casework relating to criminal, juvenile and civil matters, while working in conjunction with a variety of law enforcement and Court personnel.

### Typical Duties and Responsibilities:

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth to address business needs and changing business practices.*

- Obtain jail log. Review log to determine which suspects were arrested and bonded out and which ones remain in custody and need to appear in In Custody Appearances. Print "In Custody Court" calendar through the morning for updates on who is scheduled for "In Custody Appearances".
- Enter case data into case management system from investigating agencies, including vital statistics of suspects, arrest/incident information and related party information. Obtain criminal records and driving abstracts from CJIS and State Radio. Assign States Attorney number and submits reports for

processing to interns/attorneys. Contact investigating agencies for further information and documentation, if necessary.

- Prepare legal papers and correspondence such as summons, warrants, information, petitions, motions, orders, requests for criminal records, plea agreements, dismissals, affidavits, search warrants, letters, subpoenas, etc., typically from a request of attorney staff, draft or dictation regarding criminal and civil matters.
- Request cash bonds be released to the appropriate party.
- Photocopy correspondence and disburse to the various individuals and/or agencies, making appropriate service to parties. File documents with the Clerk of Court, when appropriate.
- Responds to request for discovery. Redact all necessary information.
- Receive finger print cards, associate finger print card with respective arrest and count, resolves discrepancies, verifies accuracy of criminal judgments, enters sentencing information into case management system, submit prosecution and disposition statutes to the Bureau of Criminal Investigation. Prepare correspondence to lead law enforcement agencies relating to the release of evidence obtained in the incidents.
- Corresponds with all law enforcement agencies and Courts relating to charges, finger print cards, dispositions, discrepancies in reports, missing information needed for Court appearances and dispositions.
- Provide criminal history to Federal Bureau of Investigation when requested.
- Assist attorney staff in the formatting of Supreme Court Briefs and Appendixes and the transmission of the Briefs and Appendixes electronically to the Supreme Court, serving appropriate parties.
- On call after hours for one week, every eight weeks, for preparation of search warrants.

**To be successful in this position, you would have knowledge of and ability to:**

- General secretarial/clerical procedures and techniques
- Legal terminology
- Office technology systems
- Proofreading and editing techniques
- Grand Forks County rules, regulations, policies, and procedures
- Criminal justice system & legal research
- Civil and criminal court procedures
- Type accurately at 40 words per minute
- Work with computer software related to job-specific duties
- Accurately transcribe dictation from transcriber
- Greet and assist the public in a prompt, courteous, and professional manner

## **EDUCATION AND EXPERIENCE**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Associate's Degree or 2-year post high school education program in Legal Secretarial field plus 2-3 years of previous legal experience required or any combination of equivalent education and experience.

## **SUPERVISOR RESPONSIBILITIES**

None.

## GRAND FORKS COUNTY BENEFITS

**Retirement:** Grand Forks County participates in the North Dakota Public Employees Retirement System (NDPERS) at the rate of 15.26% of your gross salary. Grand Forks County's required contribution is 7.12%. Employees' required contribution is 7%; however, Grand Forks County pays 5% of the 7%, leaving 2% required to be paid by the employee.

**Retiree Health Coverage:** Grand Forks County contributes 1.14% of your gross salary towards the Retiree Health Insurance Credit.

**Deferred Compensation Program:** Employees may also defer a portion of their salary into a 457 plan.

**Vacation Leave:** Full-time, regular employees accrue 8 hours of vacation per month, for the first 3 years of employment.

**Sick Leave:** Full-time, regular employees accrue 8 hours of sick leave per month.

**Personal Leave:** After 12 months of service, eligible employees will receive two (2) floating holidays each year.

**Holidays:** Twelve (12) paid holidays (paid at 8 hours) per year.

**Group Health Insurance:** Grand Forks County participates in the Blue Saver 100 2600 plan through Blue Cross Blue Shield of North Dakota with a Health Reimbursement Arrangement attached to the health plan.

**Dental Plan:** Coverage is available for employees and dependents, including orthodontic services for dependent children under age 19. Employee pays 100% of premium costs.

**Vision Care:** Coverage is available for employees and dependents. Employee pays 100% of premium costs.

**Life Insurance:** Grand Forks County provides \$7,000.00 of term life insurance.

**Pay Days:** All employees are paid twice monthly, on or before the 15<sup>th</sup> and the last working day of the month.

**Direct Deposit:** All Grand Forks County employees are required to participate in direct deposit.

**Discounts:** Employees of Grand Forks County are offered discounts at Verizon Wireless and AT&T and reduced membership fees at Choice Health & Fitness and YMCA.