



Grand Forks County States Attorney's Office

LEGAL SECRETARY II

Grand Forks County, North Dakota

Equal Opportunity Employer

Hourly Starting Rate: \$18.35, paid semi-monthly
plus an excellent benefits package

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:

- 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 five 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

Starting Hourly Rate: \$18.35

Paid semi-monthly

Plus an excellent benefits package

Education and Experience: 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.

To Apply

A Grand Forks County application must be completed and returned to Human Resources by 5:00 pm on July 27, 2017.

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

Applications may be obtained from:

Grand Forks County, Human Resources
151 South 4th Street, 1st Floor
Grand Forks, ND

Or visit our website at: www.gfcounty.nd.gov

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.

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.

Vacation & Sick: Full-time, regular employees accrue 8 hours of vacation and sick per month.

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 BCBSND with a Health Reimbursement Arrangement attached to the health plan.

Dental & Vision Plans: Coverage is available for employees and dependents.

Life Insurance: Grand Forks County provides \$3,500.00 of term life insurance.

Pay Days: All employees are paid twice monthly, on or before the 15th 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 memberships fees at Choice Health & Fitness and YMCA.