

Legal Secretary

The Burleigh County Human Resource Department will be accepting applications from **November 17, 2009**, until **December 1, 2009**, (starting date of January 1, 2010) for the position of Legal Secretary available in the State's Attorney's Office. The description below contains a general summary and specific outlines for duties for a Legal Secretary.

Type of Recruitment Internal and External

Starting Salary Range \$13.13 - \$14.17 per hour

Salary Grade: 3

Minimum Qualifications:

- Requires a high school diploma or General Equivalency Diploma (GED), one year of office support, clerical, or secretarial work experience, and a net typing/keyboarding speed of 50 words per minute (WPM). College coursework in an administrative support program with an emphasis in the legal field may substitute for the work experience requirement if it provided the knowledge and skills required to perform the duties of the position.
- Preference will be given to applicants with legal office setting experience.
- Must be proficient with word processing software such as Word Perfect or MS Word, and possess excellent typing skills. Prior to being considered for this position, software skills tests in MSWord or WordPerfect, MSEXcel, typing (net minimum of 50 wpm), spelling, vocabulary and grammar are required. The tests are given at any local ND Job Service office. The tests must have been taken with the last year to be valid. Test results must be submitted with the application.
- Successful completion of the interview process, reference checks, and standard background and criminal record checks to determine knowledge, skills, and abilities to perform legal secretary tasks.
- Knowledge and skills in the use of computers for data entry, reports and correspondence.
- Requires a high degree of written and/or verbal communication skills dealing with employees, clients, or the general public, with the ability to handle multiple duties and priorities under limited supervision.

Duties and Responsibilities:

- Perform receptionist duties of answering phones, taking and delivering messages, process incoming and outgoing mail, and assist members of the public.
- Perform legal secretary work assisting members of the legal staff.
- Accept documents from the public, including restitution payments, witness reimbursement certificates, NSF/No account checks from businesses, etc. and refer to appropriate personnel.
- Provide clerical assistance to staff to include typing, filing, word processing and documentation of dispositions, fingerprint checks, and other information.
- Record and process initial charge for fingerprint forms.
- File legal documents and correspondence and record dispositions of criminal judgments.
- Process reports and citations, gather supporting documents, record dispositions and assist legal staff as needed.
- Perform other duties as required and assigned.

How to Apply:

- Applications must be submitted on a Burleigh County Application for Employment form along with a resume, three professional references, college transcripts (if applicable), test results from Job Service, and a cover letter with a written summary that clearly explains how the applicant's work experience is related to the description of essential duties and responsibilities, minimum qualifications, and level of work experience for the position to: **Burleigh County Human Resources, 221 N 5th St., PO Box 5518, Bismarck, ND 58506**. Applications must be received or postmarked by **December 1, 2009**. Email: ajhorner@nd.gov. Telephone Number: (701) 222-6669. Fax Number: (701) 221-3395.
- Application forms are available through Burleigh County Human Resource Department or may be downloaded from the Internet at the following address : <http://www.co.burleigh.nd.us/employment/>
- If claiming Veteran's Preference or Spouses Veteran's Preference, as described in North Dakota Century Code ch. 37-19.1, please submit proof of eligibility form DD-214 with the application. People who may need additional job information or may require accommodation or assistance with the application or interview process should contact Aggie Horner at 701-222-6669.

Equal Opportunity Employer:

The employing agency does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.