

**PLEASE POST FOR ALL APPLICANTS TO READ
MACON-BIBB COUNTY GOVERNMENT**

POST DATES: 07.17.2015 to Until Filled	EEOC CODE:	CLASS CODE:
CLASSIFICATION TITLE: Legal Secretary		
JOB CLASS (GRADE):	HOURLY RATE: \$16.38	
WORK WEEK: Monday - Friday	WORK HOURS: 8:00 AM - 5:00 PM	
DEPARTMENT: State Court		
DEPT. HEAD: Judge William Adams		
<input type="checkbox"/> REPLACEMENT		<input checked="" type="checkbox"/> NEW REQUIREMENT

JOB SUMMARY:

The Legal Secretary is responsible for providing administrative support and secretarial support to the State Court Judge.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Handles phone calls/walk-ins with various inquiries/questions/problems.
- Creates and prepares the list of civil cases ready to be tried.
- Schedules motion hearing and non-jury trials.
- Labels trial case files and labels chronologically.
- Manages the Judge's calendar.
- Maintains a database of court appointed attorneys for criminal appointments; confirms appointment of attorneys; process vouchers of payment.
- Assists Judge at bench.
- Transcribes from dictation unit.
- Processes signed orders.
- Creates and prepares jury verdict forms and reports on each civil case tried; provides copies of reports to Macon Bar Association
- Notifies court reporters of specially set trials; types oaths for new clerks.
- Files back-cases and miscellaneous files.
- Maintains office supplies.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

The Legal Secretary must be knowledgeable of the following principles, procedures, and concepts:

- Knowledge of laws and procedures governing the functions of the State Court.
- Knowledge of the functions, operations and procedures of State Courts.
- Knowledge of relevant state laws governing probate procedures, State Courts, and civil procedures.
- Knowledge of legal terminology particularly that involved in State Court matters.
- Knowledge of the system of courts in the State of Georgia, including appellate courts.
- Knowledge of and proficiency in Microsoft Office products.
- Knowledge of simple accounting and mathematics.
- Skill in effective oral and written communication skills.
- Ability to work effectively with members of all levels within the organization and the public.
- Ability to show good judgment, consistency, timeliness, and respect in decision-making.
- Ability to achieve results on a timely basis.
- Ability to effectively manage multiple tasks and priorities at one time and consistently achieve results on a timely basis.
- Ability to maintain appropriate confidentiality and security of private or confidential information.

MINIMUM EDUCATION, TRAINING AND/OR EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:

The Legal Secretary should possess an Associate's Degree or equivalent combination of education and experience; preferably in Secretarial Science or related field; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties and responsibilities of the position.

NECESSARY SPECIAL REQUIREMENTS:

- Possession of a valid Georgia Motor Vehicle Operator's License.

SUPERVISORY CONTROL AND RESPONSIBILITIES:

None.

TRAVEL:

The Legal Secretary is required to travel minimally but may be required to do so on occasion.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM
ESSENTIAL JOB FUNCTIONS**

LANGUAGE SKILLS:

Ability to read and understand written materials. Ability to effectively communicate information to supervisors, employees, and the general public.

MATHEMATICAL SKILLS:

Ability to work with basic mathematical concepts such as, addition, subtraction, multiplication, and division.

COMMUNICATION SKILLS:

Must be able to effectively communicate orally and in writing in a professional manner in order to give or exchange information, resolve problems, and/or provide service. In addition, this position requires extensive contact with other employees and the general public, often involving problem-solving circumstances.

REASONING ABILITY:

Ability to interpret and understand a variety of forms, reports, manuals, regulations, and other means of instruction and guidance.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires light demands with intermittent sitting, standing, walking, computer use, and occasional lifting of lightweight objects.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily an indoor office work area.

Please complete the General Application on our website or you can pick up an application at our office located at 682 Cherry Street, 4th floor, Macon, Georgia. Submit with resume, educational history and two letters of Professional Recommendation.

We are an Equal Opportunity Employer