

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

POST DATES: 8/15/14 to Until Filled	EEOC CODE:	CLASS CODE:
CLASSIFICATION TITLE: Legal Secretary JOB CLASS (GRADE):		
HOURLY RATE: \$11.06	WORK WEEK: MON-FRI	LOCATION: District Attorney's Office
DEPT. HEAD: David Cook	WORK HOURS: 8:00am-5:00pm	
<input type="checkbox"/> NEW REQUIREMENT <input checked="" type="checkbox"/> REPLACEMENT		

Job Summary: This position is responsible for providing administrative and secretarial support to the department.

Duties and Responsibilities:

1. Schedules witnesses for trial, grand jury, and other court appearances.
2. Disseminates, prioritizes, assembles, copies, types, files, coordinates, and processes legal documents.
3. Prepares motions, briefs, orders, and other official documents.
4. Maintains appointment calendars.
5. Assists attorneys in trial preparation.
6. Transcribes audio tapes.
7. Performs other related duties as required.

Minimum Qualifications

1. Degree preferred with a minimum of (5) years work experience performing high level administrative support duties, three of which were in a legal or court setting taking or related work preferably in a legal environment.
2. Possession of or ability to readily obtain GCIC/NCIC certification.
3. Proven knowledge of: legal procedures, forms, documents and terminology, business letter writing, general office procedures and practices, the Uniform Rules of the Court, correct English grammar, spelling and punctuation, as well as arithmetic computations.
4. Proficiency in Microsoft Office products.
5. Minimum typing speed of 40 wpm.
6. Provide a full range of legal secretarial services, handle confidential materials with discretion, research and compile data, establish communication and maintain a working relationship with others, work independently, learn, understand, develop, and implement new office procedures and prepare or supervise the preparation of technical data.
7. Strong oral and written communication skills.
8. Demonstrated ability to maintain appropriate confidentiality and security of private or confidential information.
9. Demonstrated ability to work effectively with members of all levels within the organization and public.
10. Demonstrated ability to achieve results on a timely basis

Working Conditions

1. Works in temperature-controlled office environment.
2. Minimal travel
3. High activity, multiple deadlines, constant interruptions.
4. High visibility of behavior.

If you feel you qualify for the above position apply online at www.maconbibb.us or in person at the Human Resources Department, Macon-Bibb County. Applicants who are not selected to fill the position will be notified by mail or email. Position openings are to remain posted for at least seven (7) working days before the position is filled so that all applicants qualified for the position will have an opportunity to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER