

# SANDUSKY COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

<b>Agency:</b>	Prosecutors Office	<b>Unit:</b>	Clerical
<b>Name:</b>		<b>Position Title:</b>	
<b>Class Title:</b>	Legal Secretary / Receptionist	<b>Class Number:</b>	11175
<b>Dept./Div.:</b>	Prosecutors	<b>Civil Service Status:</b>	Unclassified
<b>Reports To:</b>	Prosecutor	<b>Employment Status:</b>	Full-time
<b>Pay:</b>	Resolution	<b>FLSA Status:</b>	Non-exempt

**QUALIFICATIONS:** An example of acceptable qualifications:

Must be able to multi-task, be proficient in computer skills; literate with Microsoft Work program; and be highly organized. Must demonstrate ability to work independently, requires confidentiality and professional conduct. Experience in legal field preferred.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Valid Ohio vehicle operator's license with an acceptable driving record.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all-inclusive.

Computer, office copier, telephone

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:** For purposes of ORC 4167.

Occasional - Exposure to potentially violent or emotionally distraught persons.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description and I can perform all the essential functions of this position description.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Printed Name)

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<b>Name:</b>		<b>Position Title:</b>	
<b>Class Title:</b>	Legal Secretary / Receptionist	<b>Class Number:</b>	11175
<b>Supervisor's Title:</b>	Prosecutor	<b>Number:</b>	

**Supervises:** N/A

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

#### JOB DUTIES: In order of importance

#### ESSENTIAL FUNCTIONS OF THE POSITION: (\* indicates developed after employment)

35% (1) Answers all incoming calls from citizens and departments, directs calls to appropriate extension, take messages, handles routine calls; greet and direct people who come to the Office; responds to inquiries from public and staff; provides information; handles matters of a confidential or sensitive nature; maintains routine account records; completes special projects or assignments

(1) **Knowledge of:** (a)\*; (b); (c); (d); (e); (f).  
**Skill in:** (g); (h).  
**Ability to:** (i); (j); (k); (l); (m); (n); (o); (p).

35% (2) Performs secretarial functions for Prosecutor and Assistant Prosecutors; works with court professionals, judges, prosecutors and law enforcement providing professional secretarial and receptionist support and various routine clerical tasks, e.g., types letters, reports, copies documents; files and retrieves information; maintains directory; operates and maintains office equipment; reviews documents for accuracy and completeness; counts, sorts, update computerized case files in database program; assists in preparing court documents; update calendars daily; handle incoming and outgoing mail; miscellaneous filing, copying and faxing; organization of reception area.

(2) **Knowledge of:** (a)\*; (b); (c); (d); (e); (f).  
**Skill in:** (g); (h).  
**Ability to:** (i); (j); (k); (l); (m); (n); (o); (p).

25% (3) Prepares indictments, warrants and summons, gathers appropriate signatures and files; prepare bond and arraignment forms; assist law enforcement with grand jury subpoenas (evidence); prepare and execute forfeiture entries; prepare and execute destruction orders; orders to release evidences and other miscellaneous orders for law enforcement; gathers evidence and maintains evidence log; enters case hearings on Prosecutor's calendar; files cases; maintain and update forms and reports for the database program; assists courts with discovery, motions, forms, etc. and file management.



