

The Wayne County Prosecuting Attorney is seeking a full-time Legal Secretary working in its Juvenile Division.

Position: Legal Secretary–Juvenile Division – This position is designated unclassified/non-exempt from the FLSA.

Legal Secretary Job Purpose: Provides administrative assistance and support to the Prosecuting Attorney and her assistant prosecuting attorneys who prosecute Abuse, Neglect and Dependency cases for Wayne County Children Services.

Legal Secretary Job Duties and Responsibilities:

1. Extensive familiarity with, and ability to use, Word, Excel and Outlook software;
2. Ability to learn, use and train others on the Matrix software and system in all aspects of processing Juvenile Division cases for the Wayne County Children Services;
3. Maintains filing system, creates case management records, accesses documentation, assembles information, and closes cases;
4. Interprets and understands a variety of oral and written instructions to include legal terminology;
5. Types and prepares a variety of paperwork and legal documentation (e.g. Complaints, Discovery Demands and Responses, Subpoenas, Motions, Amendments, memos, correspondence, etc.) for all Children Services cases;
6. Proofreads technical materials, recognizes errors and makes corrections;
7. Files various legal documentation with the court and/or opposing counsel, responds to email inquiries and calls off witnesses for court hearings;
8. Obtains medical records and certified documents from various medical facilities, hospitals, and courts;
9. Retains case files pursuant to the Wayne County Prosecutor’s Record Retention Schedule. (e.g. updates and maintains current index for record retention purposes, places files in record boxes, places boxes in record retention and purge files);
10. Collects statistics and prepares monthly CSB report;
11. Maintains assistant prosecutors’ calendars, makes appointments, and reviews case files for following day’s docket;
12. Greets office visitors, gathers information and incoming inquiries, provides guidance and direction, answers and transfers telephone calls and relays messages to office personnel;
13. Maintains a professional relationship with outside agencies, clients, co-workers and the general public;
14. Maintains professional appearance of self, work area, and the office;
15. Maintains and operates copy machines; filling paper drawers, changing toners, cleaning glass and working parts, print and distribute copies, and scans and faxes legal documentation;
16. Opens, sorts, date-stamps, and distributes incoming mail; operates postage machine and places stamped mail in postage bin;
17. Fills in as a back-up and performs relief duties for absences of other legal secretary and/or clerical staff working within the Juvenile and General Division.
18. Attends trainings; obtains and maintains Ohio Notary Commission certification and notarizes documents;
19. Works alone on most tasks;
20. Completes personal timekeeping and various forms on the employee Dayforce system;
21. Maintains office safety practices; and
22. Performs any other duties which the Prosecuting Attorney or an assistant prosecuting attorney may assign.

Skills/Qualifications: Reporting Skills, Administrative Writing Skills, Microsoft Office Skills, Managing Processes, Organization, Analyzing Information, Professionalism, Verbal Communication.

Please send by mail or email a Wayne County Employment Application (download at <http://www.wayneohio.org/employment-opportunities>), a resume and a cover letter stating your ability to fulfill the responsibilities of this position to: Wayne County Prosecuting Attorney, 115 West Liberty Street, Wooster, OH 44691, or via email at awypasek@countyprosecutor.com.

Position will remain open until filled.

The Wayne County Prosecuting Attorney’s Office is an Equal Opportunity Employer