

## LEGAL CLERK

### **General Summary:**

Under general supervision of the Office Manager, the individual will perform a variety of moderate administrative support duties to include preparing correspondence including legal documents, greet the public and visitors, including witnesses, attorneys and law enforcement, and respond to or refer questions to appropriate staff, answer and route telephone calls to appropriate staff, ensure incoming documents are properly processed and received by appropriate prosecutor, and perform administrative support duties to the bail bond board.

### **Essential Duties and Responsibilities:**

1. Performs full clerical, administrative and general office support for attorneys and investigators.
2. Answers and screen telephone calls and visitors, answer routine questions and provide information as permitted and needed, refer to appropriate person and take messages as needed.
3. Prepare legal documents for review.
4. Copy documents as needed, including transfer of video files onto individual disks or flash drives and scanning documents into database.
5. Enter additional information into database.
6. Perform all administrative duties related to the Bail Bond Board.
7. Prepare correspondence related to bail bonds. Update and maintain bail bond information in the database. Maintain bail bond license files.
8. Performs all other related duties as assigned.

### **Minimum Requirements:**

High school diploma or equivalent. Two (2) years general clerical or legal experience. Ability to operate standard office machines, and be proficient with Microsoft office, including basic knowledge of creating excel spreadsheets. Must be keyboard proficient. Knowledge of criminal justice system and legal terminology preferred.

### **Other Requirements:**

Regular attendance is essential. The individual must arrive at work on time, prepared to perform assigned duties and work assigned schedule. The individual must have the ability to work well with others, work independently and work overtime. Individual must follow office policies and procedures.

### **Salary Range:**

\$28,000-\$32,000 Annually

Depends on Qualifications