

HILL COUNTY  
POSITION DESCRIPTION  
APRIL 2019

The Hill County Attorney's Office is looking to fill a Legal Secretary position. This is a full-time position (40 hours per week), includes paid sick leave and vacation, health insurance, PERS retirement. Salary range from Grade 8 step 1 (\$12.40) to Grade 10 Step 4 (\$14.06), depending on experience.

We are looking for a Legal Secretary to undertake a variety of administrative and clerical tasks. You will work in the Hill County Attorney's Office with three attorneys and one other support staff.

Responsibilities for this position will include, but may not be limited to:

- Provide administrative support for the attorneys and other staff within the office
- Effectively communicate with a wide array of stakeholders including members of the public, representatives from law enforcement, attorneys, judges, support staff, victims, professionals, and others as needed
- Answer multi-line phones and direct incoming calls
- Contact outside agencies to collect information and documents
- Review and redact incoming documents for dissemination
- Disseminate documents
- Draft documents such as witness/exhibit lists, subpoenas, motions, orders, judgments, and revocations
- Ensure service of documents as required by statute
- Set up incoming files
- File various legal documents within the office and with the appropriate courts,
- Maintain and update case record system and calendaring
- Photocopy, scan, and shred documents
- Identify deadlines and facilitate the meeting of deadlines by keeping multiple agendas and provide timely reminders of deadlines
- Additional secretarial and administrative tasks as needed

Required qualifications

- Ability to maintain confidentiality and exercise discretion at all times
- Knowledge of MS Office and ability to work with legal technology
- Typing speed minimum 50 w.p.m.
- Bondable for notary
- Proficiency in English
- Excellent communication and reading comprehension
- Good grasp of grammar, punctuation, and word usage
- Outstanding time-management ability
- Ability to multitask
- Ability to tactfully communicate with those in a heightened emotional state

Attention to detail  
Team player

Preferred qualifications

Legal or law enforcement experience  
Experience with specialized legal software  
Secretarial experience  
Knowledge of constitution, statutes, legal terminology, regulations, and court system  
Legal Secretary/paralegal certification or diploma

Applications are available at the Hill County Courthouse—Commissioner’s Office, Havre Job Service and TER Offices on Ft. Belknap and Rocky Boy Reservation.

All completed applications should be returned to the Hill County Courthouse—Commissioner’s Office for consideration. This position is open until filled.

For more information, please contact Karen M. Alley, Hill County Attorney at 265-5481 extension 2423.

**HILL COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.**