

HILL COUNTY ATTORNEY

Lacey Lincoln

Hill County Courthouse
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5/1/22

April 7th, 2022

Hill County Commissioners
315 Fourth Street
Havre, MT 59501

Dear Commissioners:

The Hill County Attorney's Office has one (1) Legal Secretary position open for hire. This is a forty (40) hour work week and pays \$13.36-\$15.14 per hour depending on education and experience.

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This position performs legal secretarial and receptionist support for the County Attorney's Office. A full job description and how to apply will be posted on the Hill County Human Resources website or in the Hill County Human Resources Office.

All completed applications must be returned to the Hill County Human Resources Office. This position is open until filled.

For more information, please contact Hill County Attorney Lacey Lincoln at (406)265-5481, ext. 2423.

Sincerely,

/s/ Lacey Lincoln

HILL COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

HILL COUNTY

POSITION DESCRIPTION

April 2022

POSITION: Legal Secretary (1.0 FTE – 40 hours/week)

COMPENSATION: \$13.36-\$15.14 per hour depending on education and experience

DEPARTMENT: County Attorney

ACCOUNTABLE TO: County Attorney

SUMMARY OF WORK: Provides legal secretarial support for the County Attorney's Office.

JOB REQUIREMENTS AND RESPONSIBILITIES: The successful applicant must be able to perform the following job requirements with or without reasonable accommodation.

- 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.
- Attend trials, hearings, conferences, meetings and take notes.
- 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.
- Produce final documents for attorney signatures.
- 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.

EDUCATION AND EXPERIENCE:

REQUIRED QUALIFICATIONS:

- Ability to maintain confidentiality and exercise discretion at all times.

- Knowledge of MS Office and ability to work with legal technology (court-filing computer systems, transcription software, etc.)
- 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 multi-task.
- 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.