

**ADAMS COUNTY**  
**SUMMARY JOB DESCRIPTION**

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Position: Legal Secretary/Receptionist (Othello)  
Department: Prosecutor's Office  
Annual Hours Worked: 2088

Position Number: 1004  
Salary: Range A  
Class: Represented

**1.0     MAJOR FUNCTION AND PURPOSE**

Persons in this position perform specialized legal secretarial functions and are responsible for handling the details of Child Support cases in the Superior Court. Helps the State collect child support for custodial parents and obtain reimbursement to the State for welfare monies paid out to custodial parents.

**2.0     SUPERVISION RECEIVED**

Persons in this position are given significant discretion, within the scope of policy and regulations, in the routine performance of their duties; supervision and guidance are received from a Deputy Prosecuting Attorney and the County Prosecuting Attorney.

**3.0     SUPERVISION EXERCISED**

Persons in this position do not supervise any employees.

**4.0     SPECIFIC DUTIES AND RESPONSIBILITIES**

- Locates absent parents through information from custodial parents, past employers, system checks, post office, police departments and other means to locate and to get an address for Service of Process.
- Interviews custodial parents for information relating to the absent parents, child, and their relationship with the absent parent. Uses this information for locating the absent parent, to establish paternity, and to enter a child support order.
- Prepares documents for Service of Process, Interstate cases, child support orders and other court documents. Types and sends documents to the other state where an absent parent is residing so that the state can enter a child support order or enforce an existing state order.
- Schedules and witnesses paternity blood drawings for absent parent, custodial parent, and children. Takes photo identification of the parties.
- Prepares state time logs for employees in the office to show hours worked by each employee and calculations used to find the amount that the state will reimburse the county for the wages.
- Orders and keeps inventory of the supplies.
- Performs other tasks as directed.

**5.0     REQUIRED KNOWLEDGE AND ABILITIES**

- Ability to perform specialized secretarial duties with sufficient knowledge of legal terminology and laws regarding paternity and child support.
- While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to talk or hear and use hand/finger dexterity to handle objects. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl and reach with hands and arms.
- Good health, and good physical condition appropriate to the position. The employee must occasionally lift and/or move up to twenty-five pounds. Specific vision requirements include close vision and the ability to read small print.
- Must be able to utilize communications equipment necessary to perform required duties.
- Ability to use a computer terminal, calculator, and other office equipment standard to areas of assignment and to adapt to new and/or modified equipment which may be acquired.
- Implements and maintains sound organizational practices.

- Must maintain a high standard for accuracy, completeness, and efficiency in the preparation of legal documents. Independent and self-motivated to complete required deadlines while simultaneously completing other tasks.
- Must be able to maintain work reliability at a level not less than 90% of average employee reliability over time.

#### **6.0 MINIMUM QUALIFICATIONS**

- High School diploma or GED equivalent. Prior experience of working in a legal office is preferred but not necessary.
- Ongoing training includes SEMS (Support Enforcement Management System) computer training.
- Ability to successfully complete various required training classes necessary for functional skills performance, maintenance, and improvement.

#### **7.0 DESIRABLE QUALIFICATIONS AND ABILITIES**

- Previous work experience in a legal office is helpful but not required.
- Familiarity with instruments, equipment and techniques commonly used in the performance of related tasks.
- Ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations, relate to various personality styles in a calm, professional manner.
- Understand the need for maintaining confidentiality of sensitive information.
- Effectively communicates with others both in writing and orally.
- Assures efficient and effective utilization of funds, materials, facilities, and time.

#### **8.0 WORK ENVIRONMENT**

- The employee works in a typical office environment. Work is normally performed indoors with little noise.

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.<sup>1</sup>

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Position classified on Range A of the Courthouse Bargaining Unit Salary Structure effective January 1, 2020, pursuant to Resolution No. R-004-2020. *(previously classified on Range 6)*