

SANDUSKY COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES
LEGAL SECRETARY OR SOCIAL SERVICE WORKER 1- LEGAL AIDE POSTING

Benefits to joining our team:

- Starting rate for Legal Secretary = \$14.25 to \$14.92
- Starting rate for Social Service Worker 1 – Legal Aide = \$14.88 to \$15.57
- Benefit package: sick leave, life insurance, public retirement
- Employee Assistance and Wellness Programs
- Flexible Schedule
- Leadership and Personal Growth Opportunities

Position Overview:

We are seeking a high-energy, efficient, fast-paced employee to fill this position. Worker will need to be able to manage many different duties/ roles/ emergencies, complete large volumes of work, and handle sensitive/ highly confidential information on a regular basis. Worker will need to be highly organized and engaging with other court personnel.

This worker will be responsible for preparing typed copies (i.e., regular/legal documents – show cause, motions, pleadings, je, complaints, general correspondence) from rough written copy, oral instructions, proofs copy and makes corrections. Worker will also work with the courts to set up hearing dates and times, schedule appointments for attorneys, maintain attorney’s appointment calendar, makes phone calls to witnesses concerning changes in times or dates of court hearings or appointments, performs other clerical-type duties as assigned. Worker will open attorney mail and screen information, take legal documents to appropriate office in courthouse, receive phone calls directed to attorney and screen, file and retrieve paperwork/cases for attorney, act as receptionist, copy and distribute written material and perform other clerical duties as assigned. Worker will relieve attorney and supervisor of routine administrative tasks in a legal office (i.e. compose simple answers to correspondence, gather statistics for cases in court, performs research and writes reports, signs correspondence, sets up office procedures, coordinates daily work flow, screens problems and obtains files and records to resolve same, updates manuals, notebooks and lawbooks and sees clients when attorney is not available but does not interpret policies, procedures or laws, as they would apply in a given situation). Worker will assist in tracking legal timelines for subsequent filings, hearings, motions, etc. Will also process and track initial discovery compliance for court involved cases, which may include reviewing information for completeness. Worker will be trained on intake/screening duties for Children Services, document information regarding intakes, transfer information for review by screening team, logging information within the SACWIS system. Also, worker could complete other investigative supportive services, i.e., criminal checks, locating court documents or other legal leg work. May also conduct follow up calls to obtain relevant information for investigations or ongoing cases. The candidate may have to drive personal vehicle and must maintain required liability limits. More details regarding job duties will be shared during interview.

Minimum Qualifications:

Legal Secretary Requirements: The successful applicant will meet the following minimum qualifications: must have six months office experience, prefer they have knowledge in legal terms used in legal documents and the Court system, must be knowledgeable in Microsoft Office/Word and be proficient at typing.

Social Service Worker 1 – Legal Aide Requirements: Closely related degree or certificate desired, but not required. Completion of coursework, 2 years of technical training, at least 2 years of paid related experience, **or** a combination of training, education, and experience equivalent required.

All applicants must submit completed county application to be considered for employment. Resumes may be attached but will not be considered without application. Applications can be found at: <http://www.sandusky-county.com/index.php?page=links>.

How to apply:

- Fax cover letter/resume and/or County Application to 419-552-3221 Attn: Taylor Steinmetz
- Mail cover letter/resume and/or County Application to
2511 Countryside Drive, Fremont, OH 43420 Attn: Taylor Steinmetz
- E-mail cover letter/resume and/or County Application to taylorann.steinmetz@jfs.ohio.gov

Sandusky County Department of Job and Family Services is an Equal Opportunity Employer