



## JOB TITLE

Legal Secretary

## DEPARTMENT

Baldwin County District Attorney  
Department

## POSITION OVERVIEW

This position is responsible for providing administrative and secretarial support to the department.

## MAJOR DUTIES

- Maintains personnel time cards, sick and vacation leave records, and other personnel information.
- Receives and processes information concerning civil complaints; assigns case numbers and judges.
- Opens and maintains case files: logs warrants and citations onto computer; types indictments, accusations, and subpoenas; prepares court notices; and files court papers with Clerk of Superior Court.
- Prepares calendars for preliminary hearings, grand jury proceedings, arraignments, and plea and motion hearings; maintains court calendar.
- Types general correspondence and forms from handwritten notes or dictation; maintains office files.
- Types various legal documents and court papers.
- Types production orders for the transport of inmates; types detainers to hold inmates in the prison system.
- Assists investigator in preparing cases for trial: orders medical records, habitual violator packages, and certified copies of prior convictions in other counties; reads incident reports and types defendants' statements; prepares witness lists; and maintains list of witnesses on call.
- Prepares case files for closing by preparing dismissals, recording final case dispositions, and filing closed records.
- Serves as office receptionist: screens all incoming calls and office visitors for staff, distributes incoming and outgoing office mail, and provides routine information to the public while adhering to the confidentiality standards of the office.
- Files, docket, and indexes all Superior Court actions.
- Prepares civil and criminal appeals for State, Superior, Criminal, Civil, and Juvenile Courts.
- Answers inmate mail.
- Executes passport applications and collects fees.
- Maintains an adequate inventory of office supplies; runs errands as needed.
- Performs related duties.

## KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of modern office procedures.
- Knowledge of criminal case procedures and policies.
- Knowledge of legal terminology and legal documents.
- Knowledge of relevant county and departmental policies and procedures.
- Knowledge of the District Attorneys Office policies and procedures.
- Skill in organizing work and maintaining accurate records.
- Skill in operating such office equipment as a calculator, typewriter, facsimile machine, shredder, transcription machine, and copier.
- Skill in utilizing a personal computer and various word processing and database software programs.
- Skill in dealing with the public.

- Skill in interpersonal relations.
- Skill in oral and written communication.

## **SUPERVISORY CONTROLS**

The District Attorney assigns work in terms of general instructions. Completed work is reviewed for compliance with procedures, accuracy, and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include relevant federal and state laws, court orders, and departmental policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of related administrative and secretarial duties.
- The purpose of this position is to provide administrative and secretarial support to the department. Successful performance helps ensure the effective prosecution of criminal cases.

## **CONTRACTS**

- Contacts are typically with co-workers, various court personnel, judges, attorneys, law enforcement officials, other county employees, and the general public.
- Contacts are typically to give and exchange information, resolve problems, and provide services.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **MINIMUM QUALIFICATIONS**

- Ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

## **AN EQUAL OPPORTUNITY EMPLOYER**

The Baldwin County is committed to having a workforce that reflects diversity at all levels and is an equal opportunity employer. Therefore, qualified applicants are considered for employment, and employees are treated during employment without regard to race, color, religion, national origin, citizenship, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, political affiliation or any other characteristic protected under applicable law.

**How to Apply:**

Qualified persons may apply at  
BALDWIN COUNTY BOARD OF COMMISSIONERS OFFICE  
1601 North Columbia St, Suite 230  
Milledgeville, GA 31061

Applications may be downloaded from our website, <https://www.baldwincountyga.com/jobs>

and e-mailed to [jobs@baldwincountyga.com](mailto:jobs@baldwincountyga.com) or [tdixon@baldwincountyga.com](mailto:tdixon@baldwincountyga.com).

BALDWIN COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION,  
AGE, GENDER IDENTITY, OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

APPLICATIONS WILL BE ACCEPTED UNTIL JOB FILLED  
BALDWIN COUNTY, GA. EQUAL OPPORTUNITY EMPLOYER