



# JOB OPENING

## Troup County Government

<b>Position:</b> Legal Secretary	<b>Department:</b> Solicitor	<b>Salary:</b> \$14.31/Hr
-------------------------------------	---------------------------------	------------------------------

Under general supervision and instruction this position is responsible for providing administrative support for department functions.

### Qualifications/Knowledge:

- ⇒ High school diploma or GED, current valid driver's license
- ⇒ Knowledge of modern office practices and procedures
- ⇒ Knowledge of court policies and procedures
- ⇒ Knowledge of computers and job-related software programs
- ⇒ Knowledge of customer service principles
- ⇒ Skill in prioritizing and organizing work
- ⇒ Skill in the provision of customer service
- ⇒ Skill in the maintenance of files and records
- ⇒ Skill in oral and written communication

### Essential Duties and Responsibilities:

- ⇒ Answers telephone and greets visitors; provides information and assistance; takes messages; refers to appropriate personnel
- ⇒ Accepts, date stamps and records new cases
- ⇒ Enters case information into computerized databases
- ⇒ Files all incoming supplemental reports
- ⇒ Prepares discovery for cases as requested by defense attorneys
- ⇒ Delivers completed files to Clerk of State Court
- ⇒ Prints and files date-stamped accusations; prepares docketed files for arraignment as required
- ⇒ Requests incident and accident report from law enforcement agencies
- ⇒ Provides qualifying forms for temporary protective orders to qualifying applicants
- ⇒ Notarizes signatures
- ⇒ Prepares files for committals
- ⇒ Performs all other related duties as assigned

**Employment Applications will be accepted Until Filled on Troup County's website @ [www.troupcountyga.org](http://www.troupcountyga.org).**

Job #: 08062019 Legal Secretary

Grade 12

*Valerie P. Heard*

Valerie P. Heard, Human Resources Director

*Eric Mosley*

Eric Mosley, County Manager

**Troup County is an Equal Opportunity Employer - A Drug Free and Tobacco Free Workplace**