

**AUGLAIZE COUNTY PUBLIC DEFENDER'S OFFICE  
POSITION DESCRIPTION**

Position Title: Legal Secretary I

Revised: May, 2025

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**PURPOSE OF POSITION**

The purpose of this position is to perform secretarial functions for the Public Defender's Office

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Answers the telephones, screens and directs callers as appropriate; takes messages and provides general information
- Greets, screens and assists clients coming into the office
- Requires ability to schedule appointments and court hearings for Public Defender and Deputy Public Defenders
- Prepares and types pleadings, responses and other documents
- Files legal documents with various courts
- Maintains filing system; files documents in client files
- Must be able to interpret legal terminology and language
- Retrieves, sorts and distributes office mail
- Maintain closed file records per retention policies, close files
- Pre-screen for client eligibility
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Performs other administrative support functions as assigned or required
- Maintains attorneys' schedules; schedules appointments, conferences and hearings with various Courts including deadlines and tasks required
- Trial and hearing preparation of electronic media that is digitally stored.

**Minimum Training and Experience Required to Perform Essential Job Functions**

- High school diploma or equivalent with vocational/technical training in Secretarial Science, Office Procedures or related field with one to two years of secretarial experience or any equivalent combination of training and experience that provides equivalent knowledge, skills and abilities

## **Minimum Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Physical Requirements**

- Requires the physical ability to operate a variety of office equipment including a computer, typewriter, transcription machine, copy and fax machines, calculator and telephones
- Work involves sitting most of the time, but may involve walking and standing for periods of time

### **Supervisory Responsibilities**

- None

### **Mathematical Ability**

- Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals

### **Language Ability and Interpersonal Communication**

- Requires the ability to comprehend a variety of informational documents including court pleadings and notices, transcription tapes, correspondence and telephone communication
- Requires ability to prepare pleadings and responses
- Requires the ability to utilize various reference manuals and documents including court rules and computer manuals
- Requires the ability to record and deliver information accurately and to follow instructions
- Must be able to interpret legal terminology and language
- Requires the ability to communicate with all office personnel, judges, court personnel, other attorneys, clients and their families, witnesses, outside agencies and the public

### **Environmental Adaptability**

- Requires the ability to perform work in a professional office environment.
- Requires the ability to work in a fast paced setting

Auglaize County, Ohio is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.