



# Brown County Human Resources

25 Market Street

Aberdeen, SD 57401

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[www.brown.sd.us](http://www.brown.sd.us)

**Classification:** State's Attorney Legal Secretary

**Wage:** \$15.83 - \$16.39/hour

**Department:** State's Attorney

**Reports to:** State's Attorney

**FLSA:** Non-Exempt

**Opening date:** 08/28/2020

**Closing date:** Until filled

## **JOB DESCRIPTION**

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### **Summary/Objective:**

Under general supervision, provides general para-legal duties and technical support to the State's Attorney's Office.

### **Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Receives and screens visitors, telephone calls; directs the caller to the proper person; provides information which requires the use of judgment and interpretation of policies, rules and procedures.
- Performs extensive data entry and word processing operations.
- Files documents.
- Schedules attorneys, court appearances and witnesses.
- General para-legal duties.
- Prepares general correspondence, summons, complaints, warrants and legal memorandums.
- Receives request for reports and information; required to transmit appropriate documents to requesting officials.
- Review law enforcement reports and transmits the same information to the proper attorney.
- Summarize and organize medical reports, police reports, and scientific reports.
- Work is reviewed by observation, monitoring and review of documents, records and reports.
- Perform other duties as assigned, including notifying supervisor of concerns.
- Requires skill and knowledge of diction, grammar and spelling.
- Keep accurate records.

*An Equal Opportunity Employer*

**Competencies:**

- Stress Management/Composure.
  - o Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
  - o Think clearly and act quickly and calmly in a highly stressful work environment.
- Problem Solving/Analysis.
  - o Record keeping principles and practices.
  - o Read and comprehend simple instructions, short correspondence, and memos.
  - o Perform basic mathematical functions.
- Teamwork Orientation.
  - o Agency regulations, policies, office administrative processes and procedures.
  - o Effectively present information in one-on-one settings and small group situations.
  - o Ability to function as a team member.
  - o Maintain effective working relations with other personnel, agencies and the public.
- Decision Making.
  - o Understand and follow complex oral and written instructions.
  - o Exercise judgement and must be able to preserve information in strict confidence.
- Communication Proficiency.
  - o Principles and techniques of public relations and customer service, both in person or over the phone.
  - o Communicating effectively in oral and written forms.
  - o Write simple correspondence.
  - o Strong aptitude for detail and accuracy.
- Technical Capacity.
  - o Knowledge of excel, word, and basic computer use, along with good accuracy in typing and adding machine use.

**Supervisory Responsibility:**

- This position has no supervisory responsibilities.

**Work Environment:**

- Works in well-lit and climate controlled office. Uses Word, Excel, the internet, copier, phone, scanner, adding machine, and other office equipment. May sit at desk or stand for an extended period of time.

**Physical Demands:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Reaching: extending hand(s) and arm(s) in any direction.
- Dexterity: typing or otherwise working primarily with fingers rather than the whole hand or arm as in handling.
- Grasping: applying pressure to an object with the fingers and palm.
- Talking: expressing or exchanging ideas by means of the spoken word.
- Hearing: perceiving the nature of sounds without major correction.
- Repetitive motions: substantial movements (motions) of the wrists, hands and/or fingers; bend, balance, climb, pivot, stoop, lift, stand, kneel, or squat.

- Vision: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Light Work: Regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; occasionally lift and/or move up to 50 pounds.

**Position Type / Expected Hours of Work:**

- Full-time; Hours: Monday – Friday, 8:00 am to 5:00 pm with one (1) hour lunch.

**Travel:**

- No travel is expected for this position.

**Education and Experience:**

- High school diploma or general education degree (GED) will be the minimum level of education that will be considered.
- Ability to type on a computer key board at a rate of 40 words per minute with accuracy and proficiency.

**Required Certificates, Licenses, and Registrations:**

Continued employment is contingent upon all required licenses being maintained in active status without suspension or revocation.

- Must be 18 years of age and a U.S. citizen.
- No felony convictions.
- Possess or be able to obtain a valid SD driver's license.

**Other Duties:**

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Apply by:**

Submit cover letter and resume or Brown County application to:

- Brown County State's Attorney  
Attn: Ernest  
22 Court St.  
Aberdeen, SD 57401

or

- Email: [Ernest.Thompson@browncounty.sd.gov](mailto:Ernest.Thompson@browncounty.sd.gov)