



Michael C. O'Malley
Cuyahoga County Prosecutor

Job Posting

**THIS IS A TEMPORARY FUNDED POSITION FOR A 2 YEAR DURATION
WHICH THE EMPLOYER AS THE OPTION TO EXTEND**

Job Title:	Legal Secretary 2	Salary:	\$34,621.96
Department:	Tax Foreclosure Unit	Reports to:	Unit Supervisor/Prof. Staff Coord.
Location:	Courthouse Square, 3 rd floor 310 Lakeside Avenue Cleveland, Ohio 44113	Hours:	8:30 AM – 4:30 PM Monday - Friday

REQUIREMENTS: High school diploma or GED supplemented by vocational training or coursework in business, paralegal, or law enforcement or a related field and two (2) years' experience including public contact and clerical work, or an equivalent combination of education, training, and experience. Proficiency in computer skills including: Microsoft Windows and other Microsoft products (Word/Excel), database experience.

FUNCTION: Employees in this job perform a variety of legal secretarial duties such as preparing legal documents and correspondence, maintaining legal files, and providing information to others. The work requires knowledge of legal, secretarial, and office practices. This job is responsible for the full range of duties assigned.

RESPONSIBILITIES:

- Maintains legal files (both paper & electronic); prepares and sets up files, organizes documents, and files documents in designated order; retrieves/replaces files;
- Prepares, types, enters, proofreads and processes legal and administrative correspondence and documents;
- Adheres to legal document standards to ensure proper format and completeness for court acceptance;
- Communicates with clients, opposing counsel, courts, law enforcement agencies and the general public;
- Updates case information;
- Determines need for and requests supplies, equipment, and repair and maintenance services through agency channels;
- Provides reception desk support as needed;

- Receives and screens visitors and telephone calls; responds to inquiries;
- Inputs, retrieves, updates and deletes information using computerized databases;
- Verifies information for accuracy and completeness;
- Assists with projects for supervisor, assistant prosecuting attorneys which includes the creation of spreadsheets, memos, and/or power point presentations;
- Performs all other duties assigned, delegated or required of the Legal Secretary as well as those prescribed by law;
- Conducts business in accordance with federal statutes and guidelines, the Ohio Revised Code, and the Ohio Administrative Code.

APPLICATION PROCEDURE: Upload a letter of interest including your e-mail address, resume, and three professional references **via the online application process at:**
<http://prosecutor.applicantstack.com/x/openings>

All materials must arrive no later than 4:00 p.m. on June 20, 2018

Please do not e-mail your information. If you have any further questions about the application procedure please email: Jason J. Sobczyk, Director of Human Resources, at jsobczyk@prosecutor.cuyahogacounty.us

ALL JOB OFFERS ARE MADE WITH THE UNDERSTANDING THAT PROSPECTIVE EMPLOYEES PASS A DRUG TEST AND A CRIMINAL BACKGROUND INVESTIGATION PRIOR TO BEING HIRED.

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Human Resources Department.

Equal Opportunity Employer; Smoke-free and Drug-free Workplace
Visit our website: <http://prosecutor.cuyahogacounty.us/>

Posted: 6/12/18