

**Monona County**  
**Employer's Job Description**  
(New 02-2024)

**Name:** \_\_\_\_\_ **Department:** County Attorney  
**Position Title:** Legal Secretary/Victim & Witness Coordinator **Pay Grade:** TBD  
**Status:** Hourly / Non-exempt **Reports To:** County Attorney

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### **Primary Purpose of Position**

The primary purpose of this position is to prepare trial information necessary to prosecute criminals in District and Magistrate Court. Prepares a variety of petitions and reports. Assists with Juvenile Court by preparing motions and petitions under the direction of the County Attorney. Assists victims with Criminal Justice System. Refers victims to agencies, prepares reports, and grants.

### **Essential Duties and Responsibilities**

**The following duties are normal for this position. These job duties are not to be construed as exclusive, or a specific list, and other duties may be required and assigned by the County Attorney:**

- Opens and maintains office files on case management software for assigned attorneys.
- Prepares trial information and minutes of testimony for criminal cases by compiling reports and records of law enforcement.
- Obtains criminal records from Police or Sheriff's Department, Clerk's office or other sources to facilitate case preparation.
- Maintains communication with crime victims and other witnesses to facilitate case preparation.
- Contacts law enforcement officials, witnesses, legal professionals, and any additional individuals which may be necessary to facilitate case preparedness.
- Prepares guilty pleas and judgment entries.
- Prepares and files legal pleadings with Clerk of Courts through both electronic and other means.
- Prepares juvenile petitions (CINA and Delinquency), orders, other documents, and prepare for personal service.
- Monitor EDMS—Iowa Judicial Branch filing system to coincide with case management software for accurate information.
- Assists attorney(s) with trial preparation, including notifying and scheduling witnesses, preparation of jury instructions, preparation and filing of trial exhibits and other tasks necessary to facilitate trial.
- Answers telephone calls concerning case-related questions and/or refers caller to appropriate source for assistance.
- Obtains District Court Dockets and District Court Trial Dockets.
- Operates standard office equipment including, but not limited to, telephone systems, Microsoft applications, copy machines, etc.
- Orders office supplies, prepare claims worksheet, and turn in claims after Department Head approval.
- Receives and processes all incoming mail and distribute appropriately.
- Registers victims for notification.
- Informs victims of their rights and assist them in completing applications to the Crime Victim Assistance Program and Victim Impact Statements.
- Assists victims in obtaining restitution for damages.
- Maintains the confidentiality of all information, communications, documents, and correspondence in the County Attorney's office.
- Handle multiple tasks and competing priorities in a high paced and high-volume environment.
- Ability to plan and organize a personal work schedule, set priorities, and meet deadlines.
- Other related duties or assignments as required or directed.

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

High school diploma or GED equivalent. Associate's degree or paralegal degree preferred, or equivalent combination of education, training, and experience in an office/law firm setting. Excellent written and verbal communication skills are required. Knowledge of legal writing techniques and legal jargon. A valid Iowa motor vehicle operator's license and proof of insurance.

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

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

Ability to exhibit strong skills in communications and understanding people.

Ability to remain calm and professional in stressful situations when dealing with the public and others.

Ability to communicate professionally and courteously with the general public and clients.

### **Judgment and Situational Reasoning Ability**

Ability to use functional reasoning and apply rational judgment in dealing with employees and the general public.

Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of pre-defined duties subject to frequent change.

Must have the ability to work independently and to exercise good judgment in making decisions in accordance with regulations, ordinances and law and to efficiently process data, records and reports.

### **Physical Requirements**

Ability to coordinate eyes, hands, feet and limbs in performing skilled movements required by the requirements of this classification.

Ability may require some physical activity, including but not limited to sitting for extended periods of time, standing, walking, kneeling, bending, crouching, and climbing.

Must have the ability to frequently push, pull, and/or carry supplies and other materials weighing up to ten (10) pounds and to occasionally push, pull, and/or carry supplies and other materials up to twenty-five (25) pounds.

### **Environmental Conditions**

Work environment may be stressful when working with crime victims, their families, witnesses and when meeting deadlines necessary for the preparation of criminal cases. May be exposed to crime scene photographs, crime scene evidence, and/or other information which may contain explicit content.

### **Compliance**

Compliance with employer policies, department work rules, county handbook, and supervisor directives.

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Monona County 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.

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### **Employee Acknowledgement**

The undersigned employee hereby acknowledges receipt of this Job Description and requirements.

I hereby acknowledge and attest that I have read and understand the Job Description outline above and the required job functions. I further acknowledge and understand that this document is merely an outline of the job functions and that other job duties may be required in this position.

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Employee Signature

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County Attorney

Date: \_\_\_\_\_

