



## **LINN COUNTY DISTRICT ATTORNEY**

County Courthouse, Fourth & Broadalbin Streets  
Post Office Box 100, Albany, Oregon 97321  
Telephone (541) 967-3836 • FAX (541) 928-3501

DOUG MARTEENY  
District Attorney

**CRIMINAL DEPUTIES**  
KEITH B. STEIN  
RICHARD WIJERS  
ANI YARDUMIAN

JULIA BAKER  
COLEEN E. CERDA  
JESSICA L. COONEY  
JONATHAN CROW  
LINDY B. KALODIMOS  
RYAN LUCKE  
CONOR MCCAHILL  
ALEX OLENICK  
MICHAEL PAUL

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Victim Services  
541-967-3805

### **LEGAL SECRETARY Linn County District Attorney's Office**

#### **OFFICE MISSION AND OVERVIEW:**

The Linn County District Attorney's Office works to protect the public by delivering justice. We work to obtain justice within the law on behalf of crime victims. The office is a medium sized law firm which has approximately 35 employees.

The Linn County District Attorney's Office is a fast paced work environment. We foster a collegial and supportive atmosphere for all employees. The highest standards of professionalism and integrity are expected.

This position is a full time position with a generous benefits package, including health and dental insurance.

#### **GENERAL STATEMENT OF DUTIES/OBJECTIVES:**

A legal secretary works very closely with attorneys. The legal secretary handles attorney calendars, phone calls, and written correspondence. The legal secretary will assist with trial preparation and assist their attorney with persuasive visual presentations in the court room. The legal secretary will work as a member of a litigation team dedicated to obtaining justice in the criminal justice system. The secretary is responsible for keeping legal documents, reports, and evidence organized, assisting with audiovisual preparation and presentation, to include video editing. The legal secretary is responsible for preparing audio visual materials and presentations for attorneys. A high level of skill in these areas is required. The ideal candidate will be an organized self-starter.

#### **ESSENTIAL FUNCTIONS OF THE JOB:**

A person employed in this classification must possess the ability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives.

- Prepare court files which may include accusatory instruments, affidavits, motions, subpoenas, jury instructions, court orders and related documents, according to office format and policy, subject to specific direction from a supervisor or attorney.
- Must have a working knowledge of any court information system in use during employment, District Attorney Office database management system, Microsoft Office products (Word, Excel, PowerPoint, etc.) and basic office equipment (printers, fax machines, scanners).
- Will be required to serve as a trial assistant which may include outside meetings with law enforcement agencies.

- Receive visitors, correspondence, phone calls from the public, police, attorneys or courts. Give assistance or direction according to office policy or refer inquiry to appropriate person or outside agency based upon knowledge of criminal procedures and office policy.
- Assist the Operations and Administrative Supervisors with specific administrative duties including, but not limited to, rotating through positions in the office (receptionist and intake) as required.
- May be asked to train and provide direction to part time or volunteer staff.

In addition, all Linn County employees are required to:

- Develop and maintain effective, harmonious and reasonable work relationships with others.
- Maintain a regular and predictable work attendance.
- Possess knowledge and ability to use standard business English language skills (composition, spelling, grammar) and standard arithmetic. Knowledge of legal office terminology and the preparation and processing of a legal document or business letter; the ability to make decisions independently in accordance with established policies and to use initiative and judgment to carry out tasks and responsibilities with only general instruction and guidance, and to perform recurring duties without specific direction and to complete new tasks with minimal supervision; ability to use tact and judgment in dealing with the public and to work harmoniously with other employees. Ability to keep information confidential.
- Possess a high school diploma. Candidates with a degree in secretarial training courses; bachelor's degree in any field; and/or experience in a public or private law office preferred.
- No criminal convictions. Must be willing to live in Linn County. Must conduct him/herself with complete personal integrity and the highest professional ethics. Must be able to obtain a Notary Certificate and LEDS certification within 6 months of employment.
- Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to handle or operate objects or controls; reach with hands and arms and lift or move thirty (30) pounds. The ability to work with and respond appropriately to highly agitated and threatening people is also required.

**SUPERVISION RECEIVED:** Works under the general supervision of the Operations and Administrative Supervisors.

**SUPERVISION EXERCISED:** Supervision of employees is not a responsibility of positions in this classification, but an incumbent may assign duties and assist in the job orientation of new personnel, or those who are being trained pursuant to job rotation.

**COMPENSATION:** \$3,370- \$4,224 per month.

**HOURS:** Monday-Friday, 8:30-5:00

**CLOSING DATE:** March 31, 2021 at 5:00 p.m.

**HOW TO APPLY:** Submit a completed Linn County District Attorney Application, along with a resume and cover letter to: Amy Guyer, Linn County District Attorney's Office, PO Box 100, Albany,

OR 97321. Fax: 541-928-3501 Email: [aguyer@co.linn.or.us](mailto:aguyer@co.linn.or.us) Application forms may be obtained, at the Linn County Web page, <http://www.co.linn.or.us>.

Anyone who qualifies for Veterans' Preference in Public Employment provided for in OAR 839-006-0435; please include proper certification (OAR 839-006-0465) with your application.

**LINN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

CLASSIFICATION TITLE OF THE JOB: LEGAL SECRETARY

CLASSIFICATION NO.: 615

CLASSIFICATION CATEGORY: Non-Union