



Legal Secretary 1

We are an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.

SALARY:	\$40,023.89 Annually
DEPARTMENT:	District Attorney
OPENING DATE:	05/25/2022
CLOSING DATE:	10/14/2022 11:59 PM

POSITION DESCRIPTION:

This is a non-Civil Service announcement. The Legal Secretary 1 performs secretarial and routine administrative activities involved in preparing, maintaining, processing legal documents and records pertaining to felony and misdemeanor crimes prosecuted by the Davidson County District Attorney. Performs related duties as required.

TYPICAL DUTIES:

- Performs responsible secretarial duties.
- Pull and Check-In daily dockets, which requires lifting a minimum of 40 pounds.
- Assists with maintenance of a legal library.
- Plans and schedules meetings and appointments.
- Assembles data and prepares reports, using word processing packages, databases, and/or spreadsheets as needed.
- Answers correspondence.
- Types various documents and makes corrections in spelling, punctuation, and grammar.
- Transcribes dictation.
- Answers phones
- Handles complaints and inquiries, both in person and by telephone.
- Communicates with attorneys, clients, various court officials, and the public.
- Provides routine administrative assistance.
- Copy, fax, and scan legal documents.
- Files and verifies a variety of legal documents.
- Collects and prepares information regarding departmental policies and practices.
- Provide assistance to all attorneys.

MINIMUM QUALIFICATIONS:

High School Diploma or equivalent and three (3) years of secretarial experience in a legal or related field OR two (2) years of college and one (1) year of secretarial experience in a legal or related field.



Ability to communicate with the staff and general public in a courteous and professional manner at all times.

Candidates with accreditations earned in a foreign institute are encouraged to apply.

Additional Information: Applicants considered for this position will undergo a background check and be given a skills test. Background checks and testing will be conducted by the District Attorney's Office.

Applicants must be legally authorized to work in the United States of America.

Note: Per Metro Ordinance No. SO94-1078. All employees of the Metropolitan Government shall be residents of the State of Tennessee or become residents of the state within six (6) months of employment as a prerequisite to employment with the Metropolitan Government.

The Metropolitan District Attorney's Office is an Equal Opportunity Employer, and does not discriminate on the basis of age, race, sex, color, national origin, religion, or disability in admission to, access to, or operations of its programs, services, or activities.

PREFERRED EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES:

Resumes should be emailed: DAApplicants@jnsnashville.gov

Davidson County District Attorney's Office
Washington Square Bldg.
222 2nd Ave. N., Suite 500
Nashville, TN 37201
(615) 862-5500
