



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: \$47,063.76 Annually
DEPARTMENT: District Attorney
OPENING DATE: 06/03/25
CLOSING DATE: 08/30/25 11:59 PM

POSITION DESCRIPTION:

This is a full-time, on site, 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:

- Perform responsible secretarial duties.
- Run, Mark, Copy, Distribute, Check In and pull scheduled daily General Sessions and Criminal Court Dockets. This requires lifting a minimum of 40 pounds.
- Order case files from county agencies.
- Assemble data and prepares reports, using word processing packages, databases, and/or spreadsheets as needed.
- Answer correspondence.
- Type various documents and make corrections to formatting, spelling, punctuation, and grammar.
- Transcribes dictation.
- Answer phones.
- Handles complaints and inquiries, both in person and by telephone.
- Communicates with attorneys, clients, various court officials, and the public.
- Request medical records, labs, NCIC and certified copies of convictions.
- Copy, fax, scan and file legal documents.
- Cross-train and cover other support staff duties.
- Working Knowledge of the policies, procedures, laws, and regulations governing various activities of the department.
- Sort and distribute mail.
- Make decisions on how to process case files.
- Read and interpret various records.
- Maintain stats and purge disposed cases.
- Enter Out-of-County Information.
- Check-in/Process incoming county agency files and verify checklist of items received prior to distributing files to Assistant DA for indictment.



Soft Skills

- Confidence
- Adaptability
- Communication
- Detail-oriented
- Prioritization
- **Respectfulness**
- Team oriented
- Accuracy
- Decision-making
- Reliability
- Analytical thinking
- Time Management

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 internal staff and general public in a courteous and professional manner.

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 Davidson County 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:

Highly organized with the ability to multitask, prioritize and manage workload independently.

Strong analytical skills.

Ability to comprehend and retain instructions.

Proficient in data entry and proofreading.

Willingness to learn and become proficient in company-utilized computer systems and programs.

For Additional requirements visit da.nashville.gov and look under Contact Us (employment opportunities)

Resumes May be Faxed: (615)862-5599 Attn: Sonya Newbell

Emailed: DAAplicants@iisnashville.gov with Legal subject line **Legal Secretary**