

The Henry County Prosecuting Attorney's Office Criminal Division is seeking a qualified individual for the position of Legal Secretary. The position will start immediately.

The position of Legal Secretary pays an annual salary of is \$34,364 and will increase to \$35,364 at the start of 2023. This non-exempt position works 35-hours, per week, Monday through Friday; has 14 paid holidays, with 2 flex days; and benefits that include medical, dental and vision, as well as other elected benefits, following a probationary period; Public Retirement Employee Fund (PERF), that includes county contributions; and vacation time after one year of service.

The position will include, but is not limited to the following duties: preparing legal documents for the prosecutor and deputies and providing routine clerical support, to include answering phone calls and greeting members of the public who walk in to the office. The ideal candidate will have the following qualifications: knowledge on Microsoft Word, Excel, and Outlook; the ability to operate basic office equipment (e.g. computer, copy machine, fax machine, scanner, etc.); the ability to communicate well, verbally, in person and on the telephone, and in writing with both the public and co-workers; excellent organizational skills and attention to detail; the ability to maintain confidentiality; and a strong ability to multitask. Prior experience and willingness to relocate to Henry County are preferred, but not required. A copy of the job description is attached for view of the skills and responsibilities.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skill, and/or ability required. Henry County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Applicants are asked to send resume and cover letter to: Michael J. Mahoney, Henry County Prosecutor's Office, 1215 Race Street, Suite 250, New Castle, IN 47362, via USPS; or email to: [mike.mahoney@co.henry.in.us](mailto:mike.mahoney@co.henry.in.us). All inquiries are to be submitted on or prior to December 2, 2022, by 1:00 p.m.

Henry County Government Offices is an Equal Employment Opportunity Employer

**POSITION DESCRIPTION  
COUNTY OF HENRY, INDIANA**

**POSITION:** Legal Secretary  
**DEPARTMENT:** Prosecutor  
**WORK SCHEDULE:** 8:00 a.m. - 4:00 p.m., M-F  
**JOB CATEGORY:** COMOT (Computer, Office Machine Operation, Technician)

**DATE WRITTEN:** November 1996                      **STATUS:** Full-time  
**DATE REVISED:**  
July 2015    **FLSA STATUS:** Non-exempt

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Incumbent serves as Legal Secretary for the Henry County Prosecutor's Office, responsible for providing administrative support to Deputy Prosecutors.

**DUTIES:**

Creates Prosecutor case files and prepares and processes legal documents, including, but not limited to, charges, motions, petitions, subpoenas, arrest warrants, plea agreements, victim notices, No Contact orders, and revocations.

Provides discovery to defense attorneys.

Types various Court documents, letters, and correspondence for signature by the Prosecutors and files documents with the Court.

Prepares new charges for filing with the Court, prepares amended charges or additional charges as directed, and enters new cases in Prosecutor Management System.

Pulls jail report for daily Court docket and pulls files for trial preparation and daily Court schedules.

Reviews and matches bond sheets with corresponding police report or case number, notifies Court staff of time/location defendant has bonded for, and takes cash bond and bonding information to Clerk's Office.

Tracks file progress, including timely responses from defense counsel, cases taken under advisement by the Court, and receipt of requested documents, such as lab reports, certified copies, and other correspondence. Prepares paperwork for dismissal of cases and closes case files upon disposition.

Maintains calendars for Prosecutors, scheduling appointments with witnesses, victims, and officers, coordinating depositions with Court Reporters and defense attorneys, preparing and ensuring delivery of subpoenas and trial notices to law enforcement officers, victims, and witnesses, and performing other related duties.

Prepares monthly jury trial calendar, enters incoming Court date notices on calendar, and pulls files for requested response from the Prosecutor.

Processes incoming mail and pulls appropriate files for review by the Prosecutor.

Responds to requests for Infraction Deferral Program, determines eligibility/ineligibility and completes corresponding deferral agreements. Prepares cases for dismissal or resets for Pre-Trial conference at conclusion of Deferral Program probationary period.

Prepares Pre-Trial Diversion Agreements and prepares corresponding paperwork.

Prepares and sends victim letters and notifies victims via telephone or email regarding changes in their cases.

Pulls case files for Pre-Trial conferences and prints Plea Agreements for Deputy Prosecutors.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED.

Knowledge of and ability to make practical application of the standard policies and practices of the Henry County Prosecutor's Office and related Court operations.

Knowledge of legal terminology and standard legal procedures, and ability to assist attorneys with preparation of legal documents.

Knowledge of standard filing systems and ability to create and maintain Department files.

Working knowledge of standard office procedures and department computer software programs, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare correspondence, court/legal documents, and reports.

Ability to properly operate standard office equipment, such as computer, calculator, telephone, copier, fax machine, scanner, and shredder.

Ability to effectively communicate orally and in writing with co-workers, other County departments, Courts, law enforcement agencies, attorneys, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Ability to comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to understand, memorize, retain and carry out oral and written instructions and present findings in oral or written form.

Ability to add, subtract, multiply, divide, and calculate decimals and percentages.

Ability to work with minimum supervision and with others in a team environment, often amidst frequent distractions and interruptions, and under pressure from formal schedules and deadlines.

Ability to establish priorities and accomplish multiple tasks in a limited time.

Ability to apply knowledge of people/locations, layout work assignments, and manage time and resources effectively.

Ability to read/interpret detailed Court orders, documents, and police reports.

## **II. RESPONSIBILITY:**

Incumbent performs duties according to a flexible, customary routine with work priorities primarily determined by supervisor and Court schedule. Assignments and objectives are set jointly by incumbent and supervisor following standard department policies with some flexibility in the job. Decisions are always determined by specific instructions or existing, well established policies and procedures. Errors in work are primarily detected or prevented through legally

defined procedures, supervisory review or notification from other departments/agencies. Undetected errors could result in loss of time to correct error, work delays in other departments, and/or inconvenience to other agencies or the public.

**III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, Courts, law enforcement agencies, attorneys, and the public for purposes of giving/receiving information and maintaining cooperative work relationships.

Incumbent reports directly to Office Manager.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting/walking at will, sitting for long periods, keyboarding, lifting/carrying boxes and files weighing less than 25 pounds, bending, crouching/kneeling, reaching, close and far vision, color and depth perception, hearing sounds/communication, speaking clearly, and handling/grasping/fingering objects.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Legal Secretary for the Prosecutor’s Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Print/Type