

**BEFORE THE BOARD OF CURRY COUNTY COMMISSIONERS
IN AND FOR THE COUNTY OF CURRY, OREGON**

**IN THE MATTER OF A CHANGE IN THE)
FULL TIME EQUIVALENCY (FTE) STATUS)
OF AN EMPLOYEE)**

ORDER 23161

WHEREAS, it is the recommendation of Josh Spansail, District Attorney, that Kaylee Strain, currently a Department Specialist employed at temporary, part time status, at \$21.00 per hour, be changed to the following.

Position	Salary Range/Step	Rate	Status
Legal Secretary I	G-1	\$4087/mo	FT/Prob

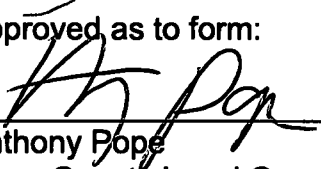
WHEREAS, the Board of Commissioners of Curry County, a political subdivision of the State of Oregon, is in agreement with the above stated recommendation;

NOW, THEREFORE, IT IS HEREBY ORDERED that the above stated recommendation be in effect as of September 12, 2022.

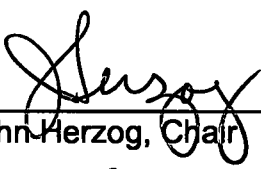
Dated this 21st day of September, 2022.

CURRY COUNTY BOARD OF COMMISSIONERS

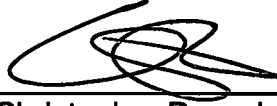
Approved as to form:



Anthony Pope
Curry County Legal Counsel



John Herzog, Chair



Christopher Paasch, Vice Chair



Court Boice, Commissioner 9-21-22

**CURRY COUNTY
JOB DESCRIPTION**

JOB TITLE: Legal Secretary I – District Attorney

EXEMPT: No
SALARY LEVEL: G
SUPERVISOR: Office Manager
PREPARED BY: District Attorney

February 2021

GENERAL POSITION SUMMARY:

Assists the public and members of the legal and criminal justice professions in their contacts with the department. Performs as the local area network case management liaison. Performs duties independently, following established policies and within the guidelines of the department.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:

1. Receives all law enforcement reports, enters information in case management system. Distributes agency reports to appropriate attorney dependent upon charge(s). In-Custody reports are entered and agencies are contacted to obtain all necessary back-up paper work in a timely manner (requires immediate response) requires ongoing communication with courts.
2. Receives and reviews all circuit/district court documents, and indictments and updates database. Distributes documents to attorney or secretary.
3. Receives closed files and lists actions taken.
4. Pulls cases for daily docket.
5. Maintains filing of certified convictions.
6. Prepares Information at direction of DDA.
7. Other duties as assigned.
8. Answers phones and is first contact for persons coming to the District Attorney's Office. In that capacity, faces the same potential danger due to high stress level and criminal background and/or volatile behavior of many of the individuals approaching the front desk.

JOB SCOPE:

Operates from general policies, procedures and instructions, but must exercise individual discretion and tact when dealing with the public. Position involves recurring work situations with occasional variations from the norm. Job involves a high degree of complexity and comprehension of police reports. Duties are with general or periodic supervision given. Will require LEDS certification and training to operate LEDS terminal to obtain criminal history background of suspects and witnesses.

JOB DESCRIPTION
JOB TITLE: Legal Secretary I– District Attorney – Page 2

SUPERVISORY RESPONSIBILITY:

None.

INTERPERSONAL CONTACTS:

Contacts are made with others both inside and outside the County. Internal contacts are made with the Trial Court Administrator. External contacts are made with police agencies. Contacts frequently contain confidential or sensitive information requiring discretion.

SPECIFIC JOB SKILLS:

Position requires expertise in case management system and must include knowledge and familiarity with database and data entry; additionally, a thorough knowledge of business English and composition, spelling, punctuation and arithmetic is required. Considerable knowledge of general office practices. Basic knowledge of word processing and computers. reading, writing and oral communication skills. Physical capability to perform keyboarding and mobility requirements of the position.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

EDUCATION/EXPERIENCE/LICENSES/CERTIFICATES REQUIRED:

Graduation from high school or equivalent; two years of experience in office and secretarial work; or any satisfactory combination of experience and training which demonstrates the ability to perform the above described duties.

JOB CONDITIONS:

Normal working hours in occasionally dangerous situations due to the high stress level and criminal background and/or volatile behavior of many of the individuals requesting information.