

**MONONA COUNTY  
JOB DESCRIPTION**

**Position:** Clerk/Legal Secretary    **Reports to:** County Attorney  
**Department:** Attorney                      **Revision date:** July 1993

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**GENERAL SUMMARY**

Under general direction of the County Attorney, prepares trial information necessary to prosecute criminals in District and Magistrate Court. Prepares and types a variety of petitions and reports. Assists with Juvenile Court by preparing motions and petitions. Files bad check charges for businesses or individuals in Monona County

**ESSENTIAL JOB DUTIES**

Prepares trial information to be filed for prosecution in District Court within the time frame set by law; receives or requests law enforcement reports, statements and information necessary to prepare typed Minutes of Testimony on felony and aggravated and serious misdemeanor charges.

Reviews Magistrate Court schedule and ensures that all information (such as law enforcement reports and victim's statements) and witnesses will be available for prosecution; subpoenas witnesses.

Prepares and types a variety of reports and petitions such as Habitual Offender Petitions, Revocation of Probation, and Contempt; serves petitions as required by law.

Prepares for and assists with Juvenile Court which is held one day each month; after receiving reports from a social worker or probation officer, prepares Motion for Continuance and/or China and Delinquency Petitions and serves on proper parties.

Files bad check charges for business or individuals in Monona County by typing complaint for each check.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities and to possess the necessary physical requirements with or without the aid of mechanical devices, to safely perform the essential functions of the job.

Knowledge of legal writing techniques and legal terminology.

Knowledge of proper English usage.

Ability to proficiently operate general office equipment, such as typewriter and copy machine.

Ability to prepare necessary legal documents such as Minutes of Testimony from Officer's reports and statements, Contempt applications, Habitual Offender Petitions, and China and Delinquency Petitions according to established procedures.

Ability to keep accurate schedules of cases and trials and prepare necessary documents, reports,

and witnesses within the time frame allowed by law.

### ENTRY REQUIREMENTS

High school diploma or G.E.D. equivalent. Ability to type accurately and experience or training as a legal secretary.

### WORK ENVIRONMENT

Virtually all work is performed indoors in an office setting.

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1. Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
  2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
  3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
  4. The County reserves the right to change or reassign job duties or combine positions at any time.