



The Monroe County Human Resources Office is now
accepting applications for the following position:

5 LEGAL SECRETARY – DISTRICT ATTORNEY’S OFFICE
\$20.19/hour | Full-Time (40 hours/week)

Current County employees interested in this position must submit a bid sheet and resume to the Human Resources Office.

Notice: Employment with the County is contingent upon the successful completion and submission of a Criminal Background Check (<http://epatch.state.pa.us>), to be obtained at the candidate’s expense prior to the start date. Additional position-specific clearances may be required.

POSTED: 06/26/2026

REMOVE: OPEN UNTIL FILLED

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: DISTRICT ATTORNEY LEGAL SECRETARY

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide specialized support to two (2) or more assigned Assistant District Attorneys and two (2) District Justices, Summary Court, Private Criminal Complaints and PFA Contempts in the Monroe County District Attorney Office. Duties and responsibilities include, but are not limited to: preparing and typing various correspondence and documentation; answering incoming telephone calls and providing information; transcribing legal tapes; and performing other duties as assigned.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Prepares, types and drafts various legal documents and correspondence to include letters, memorandums, motions and s, petitions, reports and other documents; reviewing information for accuracy and completeness; makes corrections and/or additions as needed; obtains approval and signature from attorneys as necessary; distributes documents to other departments, offices and/or personnel; maintains copies for departmental files and future reference; maintains confidentiality of all legal documents.

Transcribes dictation according to desired county and legal format; reviews documents with individuals involved in meetings; ensures accuracy of information; makes corrections as needed; submits to appropriate individual(s) for review and approval; forwards to Clerk of Courts and/or Prothonotary; maintains copies for departmental files and future reference by authorized individuals.

Maintains schedules for assigned attorneys; arranges and schedules appointments, subpoenas trial and hearing participants, notifies individuals of dates and times and cancellations and/or changes in times and dates of such hearings or trials.

Locates files, opinions and orders to be used by attorneys for hearings/trials, creates and maintains cases. Prepares files for trials and hearings, updates and/or makes corrections as necessary; boxes, archives and/or purges closed files as necessary, maintains confidentiality of all information as required.

Greets victims and the general public as necessary; answers questions and provides information; resolves conflicts and/or problems; collects necessary information; makes copies and files for departmental use.

Receives and screens incoming telephone calls for attorneys and other individuals; routes calls and/or takes messages as necessary; answers questions from staff, law enforcement, outside agencies, public or other individuals as necessary; provides information accordingly.

Utilizes various office equipment such as personal computer, Dictaphone, fax machine, typewriter, photocopier, and other equipment as necessary to perform daily duties; uses various computer software in the preparation of documents and case tracking and maintenance; keeps apprised of changes in equipment and software; learns new programs as necessary.

Serves as relief for receptionist during lunch, breaks and other absences.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by one (1) year of previous experience and/or training involving criminal justice, legal, secretarial and/or general administrative expertise required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.