

METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY



Public Defender's Office *Internal Job Posting for the Position of:* **Legal Secretary 1**

An Equal Opportunity Employer
Non-Civil Service Position

SALARY: \$33,165.69 - \$43,119.00/Year

ISSUE DATE: July 8, 2015

FINAL FILING DATE: July 22, 2015

THE POSITION:

This is a non-Civil Service announcement. This position involves working at the reception/intake desk of the Public Defender's Office. The Public Defender's Office represents individuals accused of committing crimes in Davidson County who cannot afford to hire a lawyer. The position involves reviewing and qualifying applicants needing a public defender, and answering a multi-line phone system in a demanding legal office. The job requires maturity, patience and compassion, as well as the ability to multi-task and pay attention to detail. **Applicants must also be fluent in Spanish. If you are not fluent in Spanish, your application will not be considered.**

Typical duties include, but are not limited to, the following:

- Greeting and assisting potential clients and other members of the public who come to or call the office
- Screening potential clients for service eligibility, and following up appropriately
- Answering a high volume of calls on a multi-line phone system
- Operating various office machines and equipment
- Compiling and maintaining electronic and paper records and files
- Daily court run to Clerk's Office (filing motions, picking up pleadings filed and distributing them in the office)
- Basic secretarial duties for 12 General Sessions attorneys (printing letters, managing calendars, etc.)

Minimum Qualifications:

- High School Diploma and three (3) years of clerical/administrative experience or two (2) years of college and one (1) year of secretarial experience in a legal field
- **Fluency in Spanish**

Candidates with accreditations earned in a foreign institute are encouraged to apply.

Preferred Knowledge, Skills and Abilities:

- Computer and phone skills
- Customer service skills; experience dealing with the public in-person and on the telephone
- Good organizational skills

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.

HOW TO APPLY

Resumes and cover letters will ONLY be accepted via e-mail and should be sent to Annette Crutchfield at **PDApplicants@jis.nashville.org**

The Metropolitan Public Defender'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.