

METROPOLITAN PUBLIC DEFENDER'S OFFICE NASHVILLE & DAVIDSON COUNTY

Invites Applications For The Position Of:
Legal Secretary 1 - Bilingual



Non-Civil Service Position

SALARY: \$38,300.38- \$49,790.19 Annually

ISSUE DATE: 10/6/2021

FINAL FILING DATE: 10/19/21 11:59 PM

The Metropolitan Public Defender's Office represents adults accused of crimes in Davidson County who cannot afford to hire a lawyer, and children in Davidson County charged with being delinquent and unable to hire a lawyer. Cases range from the least serious misdemeanor to complex capital murder cases. Our mission is to defend the liberty, honor and constitutional rights of the individuals, of all ages, whose cases have been entrusted to us. Through zealous advocacy, we strive not only to deliver excellence in our representation of each and every client, but also to stand with our clients and the community in working to create a more just, fair and compassionate legal system. The guiding principle of the Office is that each client is entitled to quality representation that recognizes the client's dignity and achieves the best possible outcome for the case. Our attorneys, investigators, social workers and support staff take great pride in providing a high level of service.

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.

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 General Sessions' attorneys (printing letters, managing calendars, etc.)

Minimum Qualification:

- 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
- ***Bilingual - Fluent in Spanish and English***

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

Preferred Knowledge, Skills and Abilities:

- Computer and phone skills
- **Excellent 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 PDApplicants@jnsnashville.gov

We are an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.

Metro Nashville Government respects the religious beliefs and practices of all employees and will make, on request, an accommodation for such observances when a reasonable accommodation is available that does not create an undue hardship on business operations.

Requests for ADA accommodation should be directed to Annette Crutchfield at (615) 880-3711.