

Legal Secretary – District Attorney

Department: District Attorney's Office

Status: Full-Time / Hourly

Pay Classification: Grade H (\$21.93–\$24.51/hour)

Supervisor: District Attorney

Application Deadline: Open until filled

Marquette County is seeking a **professional, detail-oriented, and highly organized Legal Secretary** to support the District Attorney's Office. This critical role involves clerical support, case preparation, file management, and confidential legal work to help ensure the smooth operation of the office.

Key Responsibilities

- Assist the District Attorney with complex legal documentation and preparation of criminal complaints, petitions, and court documents.
- Prepare correspondence, reports, and other legal documents with accurate spelling, grammar, and proper legal citations.
- Serve as a liaison with Clerk of Court, law enforcement, Human Services, and other agencies.
- Schedule court appearances, meetings, and appointments for the District Attorney; resolve conflicts as needed.
- Manage and reconcile financial discovery accounts; submit monthly checks to the County Treasurer.
- Maintain office supplies, legal statutes, forms, and periodicals.
- Review police reports, draft criminal complaints, and manage case tracking systems.
- Ensure confidentiality in all matters and communicate tactfully with the public, projecting a positive image of the County.
- Assist with budgeting, office procedures, and staff training.
- Manage electronic filing systems, including the State of Wisconsin PROTECT Database and TIME System.
- Perform other duties assigned to support the effective operation of the District Attorney's Office.

Qualifications

- Associate's degree in a related field preferred, or a minimum of one year of experience in the legal field.
- Strong organizational, analytical, and communication skills.
- Proficiency with computers and office software.
- Ability to maintain confidentiality and exercise discretion in all matters.
- Knowledge of legal terminology, procedures, and court processes preferred.

Marquette County Benefits

We take care of our employees so they can take care of the community:

- ☀️ Vacation time provided upfront
- ☀️ Sick time + 11.5 paid holidays & 2 floating holidays
- ☀️ Low-deductible health insurance, dental insurance, and life insurance (employer contributions)
- ☀️ Wisconsin Retirement System (WRS) with employer contributions
- ☀️ Additional voluntary benefits: vision, accident, and critical illness coverage; short- and long-term disability; cell phone plan; additional life insurance options

✉️ Submit your resume and cover letter to **mzuehls@marquettecountywi.gov**

Marquette County is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive workplace.