

JOB DESCRIPTION: ADMINISTRATIVE LEGAL ASSISTANT COUNTY ATTORNEY'S OFFICE – FULL TIME

SUMMARY OF POSITION:

Provides a broad range of legal secretarial assistance for the County Attorney, including preparation of documents and gathering information for court cases.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Reports to: County Attorney, Assistant County Attorney, Victim Assistant Coordinator, and Multi County Court Legal Assistant
2. Directs: This is a non-supervisory position
3. Other: Has regular contact with other departmental employees, employees of outside agencies and organizations, representatives of the legal profession, merchants, defendants, and the general public.

EXAMPLES OF WORK:

Essential Duties:

Contacts complainants concerning the status and/or disposition of cases;

Prepares and files alias capias and bond forfeiture documents;

Performs intake on incoming arrest reports from local law enforcement agencies;

Makes copies of County Attorney's office documents or records as required for the court, attorneys, defendants, probation officers, etc.;

Prepares documentation and maintains records concerning Class A and B Misdemeanor cases either pending, ongoing, or resolved;

Accepts payments and writes receipts for payment in hot check and theft of service cases, restitution involved in other misdemeanor cases, pre-trial supervision payments, and community service payments;

Will maintain records of all Pretrial cases and mail out reminder payment letters;

Types a variety of documents, including letters, statements, memos, and legal forms;

Responds to inquiries from law enforcement agencies and the general public regarding the status of certain cases,

Will meet with families inquiring of mental health and will prepare all mental health warrants and will keep a record of all mental health intakes;

Transcribes legal and other technical dictations;

Completes reports pertaining to Hot Checks Fund and Pre-Trial Supervision Account

Receives, sorts, and distributes incoming and outgoing mail;

Assists the Multi County Court Legal Assistant

Assists the Crime Victim Coordinator with victim services and Child Protective Services cases;

Performs receptionist duties, including answering the telephones, greeting the public, providing information about the department's functions and procedures;

Maintain regular business hours and

Provides services as a Notary Public

Other Duties:

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: legal, courtroom, and county procedures; structure and operation of county government; and standard office management procedures.

Skill/Ability to: demonstrate proficiency in both oral and written communication; prepare legal documents; understand and interpret legal processes and procedures; type at least 50 words per minute with a high degree of accuracy; proofread for completeness, accuracy, and content; operate standard word processing equipment and software; establish and maintain effective working relationships with other county departments, other county employees and officials, employees of outside law enforcement agencies and organizations, and the general public

ACCEPTABLE EXPERIENCE AND TRAINING:

High school diploma, or its equivalent.

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED:

Certification as a Notary Public.