

## **County Attorney Legal Assistant**

### **Job Description**

#### **Definition**

To assist in all the administrative details of the County Attorney Office including the daily calendar, office communication, and court appearance schedule; to building and maintaining case files and record keeping, to aid in legal document drafting and preparation; to correspond with other agencies, departments and divisions and to provide highly responsible assistance to the County Attorney.

#### **Essential Duties and Responsibilities**

These responsibilities include, but are not limited to, the following:

1. Coordinate and maintain case files and case status
  - a. Prepare and update criminal, juvenile, and other case files;
  - b. Monitor and manage individual case status; manage calendar and docket settings;
  - c. Prepare and update discovery and case related information;
2. Assist with court proceedings.
3. Research, review and verify information; sort, assemble and organize materials; route and deliver documents to the appropriate parties.
4. Perform a wide variety of complex, responsible and confidential administrative secretarial and clerical duties.
5. Receive and screen telephone calls, visitors and mail; respond to sensitive requests for information and assistance.
6. Enter information in computer system to monitor case activities for criminal, juvenile and other cases.
7. Prepare legal documents.
8. Maintain appointment schedules and case calendar.
9. Maintain a professional, cooperative working relationship with other county offices, outside agencies, and the public.
10. Must be able to work independently; to finish reports and mailings on time; and to multi-task while working in a close environment.
11. Perform other duties as assigned.

#### **Education and Experience/Training:**

High school graduation or its equivalent is a minimum requirement with college level courses in a related field or Bachelor's degree preferred. Minimum of 3 years of experience is preferred.

**Required Qualifications, Knowledge, Skills and Abilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

Knowledge of modern office practices and procedures, including automated record keeping systems; be able to operate copier and fax machine; knowledge of Microsoft programs; Excel; and NetData is a plus; the ability to effectively and accurately monitor cases, ability to type accurately; plus experience with word processor and computer systems is essential, and the ability to establish and maintain effective working relationships with Judges, members of the legal profession, other county offices and the general public. Must be able to work independently while maintaining confidentiality and honesty.

**Physical Requirements**

Must be able to stand or sit for extended periods of time; be able to operate assigned equipment and type for extended periods of time; must be able to move to different offices and distribute correspondence. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.