
LEGAL ASSISTANT I

Rev 2002?

Department: County Attorney
Reports To: County Attorney

Position Summary

Under the supervision of the County Attorney, the Legal Assistant I is a non-exempt position under the FLSA that requires the responsible performance of difficult and varied legal secretarial duties. The main duties of this position are to assist the county attorney in preparation of legal documents and to facilitate the smooth operation of the office. This employee must exercise considerable independent judgement based on knowledge gained through experience in the performance of specialized duties. Work requires knowledge of departmental functions, activities, and interdepartmental relations. The Legal Assistant I has continual public contact. Information handled in this office is of a confidential nature.

Essential Functions

- * Types and files legal documents, forms, letters, and similar materials from rough drafts;
- * Composes correspondence in accordance with standard policies;
- * Files correspondence and records;
- * Handles inquiries and complaints from citizens;
- * Processes all legal correspondence, memoranda, reports, statements, and other material;
- * Screens citizens requesting legal assistance;
- * Prepares legal criminal documents, complaints, and journal entries from the county attorney;
- * Takes dictation using legal terminology;
- * Prepares briefs for Court of Appeals;

Marginal Functions

- * Other related duties as deemed necessary or as assigned.

Minimum Position Requirements

Experience: At least three years legal secretary experience required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after six months in the position.

Education: Technical degree or some college credit or equivalent combination of experience and training.

Skills: Knowledge of computer applications, basic criminal law and civil procedure, and legal terminology. Excellent interpersonal skills. The ability to type legal documents with appropriate terms. The ability to interpret written instructions. Excellent computer skills. The ability to type accurately with moderate to advanced speed and to take manual or machine dictation. The ability to operate a typewriter, calculator, copy machine, computer, and other related office equipment.

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Minimum Position Requirements, continued

Problem Solving: Problems involve scheduling work assignments and completing tasks in a timely manner.

Decision Making: Limited decision making exists in this position. Decisions involve handling citizen complaints and concerns and directing their questions to the appropriate agency.

Accountability: Employee does not have budgetary control of the department and does not participate in the annual department budget process.

Supervision: Supervision is provided daily and job related decisions are reviewed by the county attorney. Employee does not have supervisory responsibility over subordinate personnel.

Personal Relations: Continual contact with other county departments and the general public.

Working Conditions: No adverse working conditions exist in this position.

Physical Requirements: Work is sedentary in nature and is performed at a desk the majority of the time. The ability to express or exchange ideas by means of communication. Conveying detailed or important instructions to other workers and the general public. Picking, punching, typing or otherwise working primarily with fingers rather than the whole hand or arm as in handling. The ability to enter large volumes of data in the computer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.