

Kane County

Job Description



Job Title: Legal Assistant I	Job Code:
Division: Criminal/Civil	Effective Date: 6/11/13
Department: Attorney	Last Revised: 6/11/13

GENERAL PURPOSE

Performs a variety of **working level** complex, legal assistant duties designed to expedite legal services provided through the office of the County Attorney. Performs entry-level duties required of Legal Secretary. Performs direct secretarial and legal support for attorney(s) in juvenile court, justice court and district court.

SUPERVISION RECEIVED

Works under the general supervision of the County Attorney, Chief Deputy County Attorney, Deputy County Attorney(s) and/or Legal Assistant III/Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Performs general clerical, secretarial reception and paralegal duties for the county attorney and deputy county attorneys i.e. typing, document scanning, filing, dictation, scheduling appointments, answering telephone, coping, etc.; coordinates with other departments and personnel regarding work with their departments. Note: Certified Paralegal status is not a requirement.

Composes and prepares legal correspondence for the review and signature of county attorney and deputy county attorney(s); composes, types and prepares a variety of legal documents and performs data entry regarding criminal cases in PIMS program and civil cases.

Prepares official documents relating to plea bargains, pleas in abeyance, bind-over orders, extradition waivers, and other court related documents; performs specific procedures and practices associated with various assignments, which may include, running criminal history checks (UCJIS), requesting reports, requesting drug tests; processing discovery reports, processing bail forfeitures, processes dismissals and continuances; preparing evidence release letters, initiating fugitive complaint waivers, mailing notice of hearings, etc.

Coordinates and works with local, state, and federal law enforcement agencies and court personnel in regards to filing Informations and petitions; monitors criminal court calendar and advises county attorney and deputy county attorney(s) of court dates and prepares civil and criminal files as needed.

Contacts law enforcement agencies, court personnel, witnesses, victims, attorneys, etc.; may assist with initial victim/witness services related to sex or domestic violence crimes, screening and determining most appropriate course of action as outlined by department procedure and protocol.

Prepares judgments and stipulations; prepares appropriate documentation and follows established procedures for processing the same.

Prepares victim letters, works with law enforcement agencies and victim advocates and persons seeking restitution; may distribute educational materials to families and individuals explaining child abuse and related case processes.

Opens and monitors criminal and juvenile files during case active status; logs in cases and creates formal case documents; prepares judgments and stimulations for district and justice courts; prepares appropriate documentation and follows established procedures for processing.

Tracks unsupervised probation in justice, juvenile and district court cases.

Co-ordinates with Adult Probation and Parole supervised probation.

May assist in training of Legal Secretary as assigned.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a Bachelors Degree with preference given to a related field;

AND

B. One (1) year of experience in the legal field or in some other comparable position providing exposure to legal terminology, methods, and procedures;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Some knowledge of modern office practices and procedures; legal terminology, grammar, punctuation, English, etc.; the legal procedures of trials and courts; modern office practices and procedures; various processes related to criminal and civil document processes; the operation of personal computer and various software applications for word processing (MS Office/WordPerfect), spread sheets, data base management and desk top publications.

Ability to perform secretarial duties involving legal terminology and format; ability to maintain filing and record keeping system. Ability to work with the public and develop effective working relationships; ability to communicate effectively, verbally and in writing; ability to operate a calculator, copy machine, document scanner, digital recorder, and other types of standard office equipment.

3. Special Qualifications:

Must pass the Utah State Prosecutorial Assistant exam within 12 months of hire. Must be able to type 60 words per minute.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye-hand, finger, leg and foot dexterity needed to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving.

ADA ACCOMMODATIONS

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statement of duties does not exclude them from the position if the work is similar, related or logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job changes. The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Kane County fully complies with THE AMERICANS WITH DISABILITIES ACT (ADA)

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)