



JOB OPENING ANNOUNCEMENT

KANE COUNTY

ATTORNEY'S OFFICE

LEGAL ASSISTANT I

Description: Performs a variety of working level complex duties in criminal courts to assist prosecuting attorneys including general clerical, secretarial, and paralegal type duties. Works under the direct supervision of the Kane County Attorney. Certified Paralegal status is not a requirement.

Hours: Full Time, 40 Hours per week, Generally Monday thru Friday, 8 am to 5 pm or other flex schedule, with the exception of recognized County Holidays. Also accepting applications for two part-time positions for 20-29 hours per week with a flexible schedule.

Salary: Grade 16 (\$33,525/\$16.12 per hour);
Grade 19 with college degree (\$38,855/\$18.68 per hour)

Benefits: **(Full time position only)** Medical, Dental, Life / LTD, Vision, Paid Holidays, Vacation Leave, Sick Leave, Retirement & 401k Plans (No contribution required)

Qualifications: High School Diploma or equivalent, salary adjustment for college degree.

Special Qualifications: Type 60 words per minute. Must possess a valid Driver License. Must pass the Utah State Prosecutorial Assistant exam within 12 months of hire. Must pass a criminal background check. Significant training will be provided.

Deadline: Applications must be submitted by June 13, 2022, 5:00 p.m.

The official Kane County Employment Application must be completed and signed. Resumes accepted and preferred but must be submitted with the application. NO EXCEPTIONS.

Kane County is an Equal Opportunity Employer. All applicants selected for employment with the county may be required to take a drug and alcohol test as a pre-condition of employment.

Applications and complete job description available at www.kane.utah.gov, or in person at

Kane County Courthouse

76 North Main Street

Kanab, UT 84741

Contact Person: Rhonda Gant (435-644-4929) rgant@kane.utah.gov

Kane County

Job Description



Job Title:	Legal Assistant I, II, and III	Job Code:	
Office:	Attorney	Effective Date:	6/11/13
Department:	Criminal/Civil	Last Revised:	8/20/21

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 all 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, Deputy County Attorney(s) and/or Legal Assistant III.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Performs general clerical, secretarial, and paralegal duties i.e. typing, filing, scheduling, answering phones, coping, etc.; coordinates with other departments. Note: Certified Paralegal status is not a requirement.

Composes and prepares legal correspondence and official court documents for the review and signature of attorney(s); performs data entry for criminal and civil cases (PIMS); performs procedures and practices associated with criminal and civil work, i.e. running criminal history checks (UCJIS), requesting reports from other agencies, processing discovery, processing bail forfeitures, processing extraditions, drafting letters or other documents, etc.

Monitors criminal court calendar and advises prosecutor of court dates; prepares criminal files as needed; coordinates with law enforcement agencies and court personnel; coordinates witnesses, and may assist with victim services; receives training on victim advocacy; assists Victim Services and Children's Justice Center as assigned.

Maintains office records; archives criminal and other files; reviews and verifies the NCIC entries for felony warrants; may be assigned as an alternate TAC; attend trainings and comply with UCJIS security policy.

Tracks unsupervised probation in justice, juvenile and district court cases to help ensure probationer compliance.

May assist in training of other Legal Assistants as assigned; supervises and trains interns as assigned.

Performs related duties as assigned including duties listed below for advancement to Legal Assistant II and III. Position may be combined with other positions in the County Attorney's Office, including but not limited to Drug Court Coordinator or Case Manager, Victim Services Coordinator, CJC Director, or Prevention Project Assistant.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Bachelors Degree with preference given to a related field (High School Degree is acceptable at lower salary step); AND
 - B. One (1) year of experience in an office setting with preference given to a related field; OR
 - C. An equivalent combination of education and experience.
2. Required Knowledge, Skills, and Abilities:

Advanced 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:
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.

ELIGIBILITY CRITERIA FOR ADVANCEMENT TO LEGAL ASSISTANT II AND III:

In order to be eligible for advancement to the position of Legal Assistant II and III, a combination three or more of the below additional duties, functions, and quality of work must be established for each advancement.

1. Establish proficiency in assisting in the prosecution of Justice Court criminal cases with a minimal level of necessary supervision for routine tasks. Pass the Certified Utah Prosecutorial Assistant test.
2. Establish proficiency in assisting in the prosecution of District Court criminal cases with a minimal level of necessary supervision for routine tasks.
3. Perform in one or more office administrative rolls: TAC, Records Officer, PIMS Administrator, Finances:
 - A. TAC: Assigned as a TAC and/or Alt TAC as the agency representative to BCI, provide the office with necessary training and maintain the credentials necessary to access and store criminal history information provided by BCI; attend trainings and supervise the UCJIS users in the office.
 - B. Records Officer: Maintains office records and completes the GRAMA requests. Complete the Division of Archives and Records Service course and fulfill the required training and various duties of the Records Officer.
 - C. eProsecutor Administrator: Administer user profiles, user access, and standard documents in eProsecutor or other case management software system. Train the office as necessary. Become trained on new software programs as set forth by the Utah Prosecution Council.
 - D. Finances: Secondary responsibility over Attorney budget and other budgets as assigned (PATH, KCAP, Victims Services, Drug Court, and Resource Management). Assist in preparing annual budgets. Process the receipting of funds and the payment of bills. Maintain financial records and otherwise comply with county policy regarding finances.
4. Establish proficiency in complex assignments such as Governor's Warrants or Medical Subpoenas.
5. Proficiently administer Intense Bench Program/Community Recovery Program or other similar program. Work with Defendant's to complete the terms of their probation, collect urine samples as needed, work with team members to help complete duties.
6. Effectively supervise and train other legal assistants.
7. Obtain paralegal degree. Become proficient in legal research and writing.
8. Become a certified victim advocate. Work on call as a backup victim advocate and for PATH clients. Assist Children's Justice Center. Otherwise assist Victim Services as assigned.

Disclaimer and ADA Accommodations: 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. 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. 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. 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).

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