

JOB ANNOUNCEMENT

POSITION: LEGAL ASSISTANT II

May underfill as a Legal Assistant I (6705)

Posting# 6704-0915md

REQUIRED ATTACHMENTS TO APPLICATION:

- **Supplemental Documents: *Supplemental Questionnaire***
- **A typing test** score sheet dated within the last 12 months at or above the rate of 50 wpm net. Typing scores will be accepted from any service or software. (Applicants who receive a conditional offer of employment will be required to take a three (3) minute timed type test, administered by the Personnel office, to validate the required 50 net)
- **College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable**

STARTING SALARY: Step 23; \$1,239 bi-weekly - \$15.49 per hour / LAI - Step 18; \$ 1,102 - \$13.78 per hour
plus benefits package - Step increase available after completing probation and annually thereafter

OPENING DATE: August 19, 2015

CLOSING DATE: September 2, 2015

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months

For additional information see the job description at - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Performs a variety of clerical duties in preparing and maintaining legal cases, files, and documents, and in gathering and distributing information.

DUTIES INCLUDE:

Manages and maintains legal cases/files including preparing appropriate legal documents, scheduling appropriate hearings, arranging for the filing or service of pertinent documents, maintaining an accurate follow-up system to review cases/files, and preparing cases/files for archiving.

Receives, screens, handles, and if necessary, redirects incoming telephone calls and visitors; maintains appointment and court appearance calendars for one or more attorneys or investigators.

Assists attorneys and investigators in preparing trial and hearing materials; prepares and compiles information and reports and assists in preparing displays, presentations, exhibits, and evidence.

Arranges for and assists in meetings with victims and witnesses, court and other government officials, police and other investigators, and attorneys.

Responds to discovery requests and ensures office discovery obligations are timely and accurately met.

EVALUATION AND SELECTION FACTORS INCLUDE:

Working Knowledge of: standard office practices; proper grammar, spelling, and punctuation and the functions of the Attorney's Office; legal procedures, terminology, and court systems.

Skill in: reading, writing, and basic math; operating standard office equipment; word processing, data entry, and basic spreadsheets and using various software programs unique to the Attorney's Office and associated agencies.

Ability to: maintain cooperative working relationships with those contacted during the course of work activities; communicate effectively verbally and in writing; understand and follow clear work instructions; distill relevant and useful elements from vast amounts of information, understand broad objectives, follow general instructions and independently prepare various legal documents.

REQUIREMENTS FOR EMPLOYMENT:

High school diploma or equivalent and three (3) years of work experience as a legal assistant that included the preparation of legal documents. Equivalent combinations of education and experience may also be considered.

Must pass a typing test at or above the rate of 50 WPM net. ***Please see job description for requirements for the Legal Assistant I requirements.*** Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.

LICENSURE/CERTIFICATIONS:

Applicant must possess a current valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.