

POSITION: LEGAL ASSISTANT I

Posting # 6705-0917jhm

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: humanresources@UtahCounty.gov ♦ <http://www.utahcounty.gov/jobs>

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

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REQUIRED ATTACHMENTS TO APPLICATION:

- 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 Human Resource office, to validate the required 40 net)
- **College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable**
- **Required licensure**

STARTING SALARY: Step 18-\$14.05-Step 24-\$16.14 per hour, \$1,124-\$1,291 Bi weekly
Salary will be determined upon experience and or education

Plus benefits package - Step increase available after completing probation and annually thereafter.

OPENING DATE: Sept. 18, 2017

CLOSING DATE: Open Until Filled

***All applications received by September 25, 2017** will be screened by the HR Office. Those applicants meeting the specified qualifications and additional screening criteria will be referred for a hiring interview. The Human Resources Office will continue to consider qualified candidates as needed until the position is filled.

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 routine to complex clerical duties in preparing and maintaining legal cases, files, and documents, and in gathering and distributing information. Incumbents may be assigned to the Civil or Criminal Division or the Bureau of Investigations.

Legal Assistant I: Works under close to general supervision of a Supervising Attorney or the Bureau Chief - Investigations in performing duties at the entry or training level. Performs routine tasks that are less complex or detailed than those performed at the full performance level.

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. Responds to questions and complaints from involved parties and the public regarding office and/or court functions and procedures, county department functions and procedures, case dispositions, and victim rights.

DUTIES (cont.) Arranges for and assists in meetings with victims and witnesses, court and other government officials, police and other investigators, and attorneys. Researches and retrieves public and private records for factual information and other legal documentation in accordance with applicable state and federal laws. Locates and arranges witnesses and interpreters for court and hearing appearances.

Performs data input relating to office functions and procedures and produces necessary reports. Takes complex legal dictation from attorneys and witnesses and transcribes dictation through use of a word processor.

Organizes transportation and travel arrangements for out of state witnesses. Orders and maintains office supplies. Distributes incoming mail and collects and processes outgoing mail. Represents the office at meetings. Prepares and tracks grant requests and administers grant awards.

EVALUATION AND SELECTION FACTORS INCLUDE:

Legal Assistant I

Working Knowledge of: standard office practices; proper grammar, spelling, and punctuation.

Skill in: reading, writing, and basic math; operating standard office equipment; word processing, data entry, and basic spreadsheets.

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.

REQUIREMENTS FOR EMPLOYMENT: *Legal Assistant I:* High school diploma or equivalent and three (3) years of general clerical work experience. Equivalent combinations of education and experience may also be considered. Must pass a typing test at or above the rate of 50 WPM net. **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 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 Human Resource 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 Human Resource 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 Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.