

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: CONFIDENTIAL LEGAL ASSISTANT
CLASS CODE: 6700

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: NONE

EFFECTIVE DATE: 06/14/2008
DEPARTMENT: ATTORNEY

JOB SUMMARY

Under general supervision from the elected County Attorney, performs administrative support and advanced legal assistant work. Incumbents serving in this classification are appointed by, and support, the elected County Attorney.

ESSENTIAL FUNCTIONS

Acts as initial point-of-contact for the County Attorney; schedules and makes arrangements for calendar appointments, conferences, and meetings; receives and makes telephone calls and/or attends meetings on his or her behalf; receives and prioritizes incoming mail.

Coordinates with businesses and citizens regarding County information and criminal cases; interacts and coordinates with representatives from various federal, state, county, and local entities; coordinates interaction between the office and various media contacts; screens daily newspapers for information concerning the office.

Composes a variety of correspondence, documents, and reports including preparing statistical reports on criminal cases for the department head and various agencies; takes and transcribes dictation and minutes of various meetings.

Conducts research as assigned; develops research formats, collects data, and composes and types findings.

Receives all felony police reports and assigns to appropriate attorney.

Develops and maintains filing systems, control records, indexes, and a variety of databases including the statewide prosecutor database and a felony level defendant database for the office.

Handles complex legal questions, complaints, and problems regarding criminal cases and agency procedures and functions.

Manages and maintains legal cases/files by 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.

Obtains and prepares trial and hearing materials; organizes reports and evidence; prepares displays, presentations, and exhibits.

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

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KNOWLEDGE, SKILLS, AND ABILITIES

Considerable Knowledge of: Legal procedures, terminology and court systems; formats for a variety of legal documents.

Working Knowledge of: Proper grammar, spelling, and punctuation.

Skill in: Reading, writing, and basic math; operating standard office equipment; word processing, data entry, and spreadsheet creation; creating complex legal documents.

Ability to: Maintain cooperative working relationships with those contacted in the course of work activities; coordinate multiple tasks efficiently and handle stress associated with deadlines and frequent interruptions; communicate effectively verbally and in writing; create and maintain record keeping and filing systems.

PHYSICAL DEMANDS

Regularly: Sits at a desk; walks, stands, or stoops; uses tools or equipment requiring a high degree of dexterity; and works for sustained periods of time maintaining concentrated attention to detail.

Occasionally: Lifts, carries, pushes, pulls, or otherwise moves objects weighing up to 20 pounds; and drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an office or other environmentally controlled room.

EDUCATION AND EXPERIENCE (RECOMMENDED)

Associate Degree in Paralegal Studies, Criminal Justice, or a related field and six (6) years of work experience as a legal assistant that included the preparation of legal documents or an equivalent combination of education and experience. Typing skills at or above the rate of 50 WPM net.

Selected applicants may be subject to a background check.

LICENSING AND CERTIFICATION (RECOMMENDED)

Must possess a current driver's license and obtain a valid State of Utah driver's license within 60 days of employment. Incumbent may be required to obtain Bureau of Criminal Identification (BCI) certification.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.