UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: LEGAL ASSISTANT I/II/III
CLASS CODE: I - 6705 II - 6704 III - 6703

FLSA STATUS: NON-EXEMPT

SUPERVISORY STATUS: I - NONE II - NONE III - LEAD

EFFECTIVE DATE: 06/14/2008
DEPARTMENT: ATTORNEY

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.

CLASS CHARACTERISTICS
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.
Legal Assistant II: This full performance level works under general supervision of a Supervising Attorney or the Bureau Chief - Investigations in performing duties of considerable difficulty that involve some independent judgement.
Legal Assistant III: Works under general supervision of a Supervising Attorney or the Bureau Chief - Investigations in performing the most complex duties within the assigned function. This advanced level requires considerable knowledge of the policies, procedures, and laws affecting the work. Incumbents at this level are capable of training and leading others.

ESSENTIAL DUTIES
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.

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.

ADDITIONAL DUTIES MAY INCLUDE
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.

ESSENTIAL DUTIES SPECIFIC TO ASSIGNMENT

Civil Division

Prepares necessary agenda requests for County Commission and other County board meetings.
Reviews and responds to requests for County records.
Collects, processes and distributes payments to the County.
Processes applications for settlement or deferral of delinquent personal and real property taxes and prepares delinquent tax payment and/or deferral agreements.
Initiates and oversees publication of County ordinances and County board vacancies in newspapers.
Maintains current register of various County board members.
Processes claims filed against County and coordinates with insurance company until a resolution is reached.
Maintains Civil Division Legal Opinion Index.
Maintains information related to the Utah County Risk Management Program.

Criminal Division

Prepares trial folders and notebooks for use in case presentations.
Maintains the Criminal Division Legal Opinion Brief Bank.
Prepares documentation for, and follows up on, the extradition of prisoners in and out of the state.
Prepares arrest warrants and subpoenas (investigative and duces tecum) and arranges for the judicial authorization and legal service of these documents.
Researches and compiles crime statistics.
Gathers, maintains, and reports prosecution statistics.
Responds to discovery requests and ensures office discovery obligations are timely and accurately met.

Bureau of Investigations

Maintains the chain of custody of documents collected by sworn officers by completing the logging and storage process of this evidence including on-site logging during the execution of a search warrant.
Assists investigators in areas such as link charting, audio/video editing, and charts and graphs creation.
Organizes data and prepares event flow charts, financial charting and restitution charts.
Maintains peace officer training files.

KNOWLEDGE, SKILLS, AND ABILITIES

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.

Legal Assistant II
In addition to the knowledge, skills, and abilities listed above:
Working Knowledge of: the functions of the Attorney's Office; legal procedures, terminology, and court systems.
Skill in: using various software programs unique to the Attorney's Office and associated agencies.
Ability to: understand broad objectives and follow general instructions; independently prepare various legal documents.

Legal Assistant III
In addition to the knowledge, skills, and abilities listed above:
Considerable Knowledge of: Attorney's Office policies and procedures and laws, codes, or regulations relevant to work performed.
Ability to: train and lead others.

WORKING CONDITIONS AND PHYSICAL/MENTAL DEMANDS

Work is generally performed in an office or other environmentally controlled room and the incumbent typically sits at a desk or table. Work requires the incumbent to regularly walk, stand, or stoop, and to occasionally lift or otherwise move objects weighing up to 25 pounds. The incumbent occasionally drives a motor vehicle.

Work may expose the incumbent to disturbing information or materials, and to individuals that are angry, agitated, or otherwise upset. Work occasionally exposes the incumbent to the stress of unplanned, urgent projects as well as regular deadlines. Incumbent must regularly work for sustained periods of time maintaining concentrated attention to detail.

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

EDUCATION AND EXPERIENCE

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.
Legal Assistant II: 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.
Legal Assistant III: High school diploma or equivalent and seven (7) 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.

Selected applicants may be subject to a background check.

LICENSING AND/OR CERTIFICATION

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

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.