



# Financial Assistant - Attorney

## Job Description

Department: Attorney  
Position: Career Service  
Grade: 506  
Supervisory: No  
Reports to: County Attorney

### Summary

Under general supervision from the elected County Attorney, performs detailed bookkeeping, financial tracking, and other administrative support duties pertaining to the record keeping and accounting functions of the office.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Participate in the preparation of the yearly budget package. Monitor the budget by tracking expenditures. Coordinate disbursement of funds with the department head. Recommend and implement budget adjustments. Approve purchase orders in accordance with budgeting constraints and County and department policies. Manage petty cash account.
2. Process necessary information for department payroll. Utilize the County's time-entry system to ensure proper reporting of work time. Generate and sign off on department payroll reports. Ensure timely delivery to the Human Resources Department. Resolve employee payroll questions and issues in coordination with the Human Resources Department.
3. Oversee the departmental personnel files and record keeping responsibilities. Coordinate and monitor various personnel actions including recruitment, selection, performance appraisals, etc. Ensure accuracy of employee records. Monitor retention schedules and ensure timely archiving of appropriate documents.
4. Schedule and arrange frequent travel and lodging for office personnel and witnesses or victims brought in for trial. Process reimbursements and payments. Monitor cell phone and wireless accounts. Receive and pay regular billings for services. Identify and track personal calls. Order new and replacement cell phones and air cards.
5. Maintain an inventory, monitor, and order supplies, books, and equipment for the office. Ensure availability of needed inventory. Initiate purchases as needed. Monitor delivery of purchased materials.

### Knowledge, Skills, and Abilities

- Knowledge of Utah County Rules and Regulations and Policies and Procedures

#### For Office Use Only

Job Code: 6701  
Job Title: Financial Assistant – Attorney  
FLSA: Non-Exempt  
Effective Date: 12/6/2018  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: II  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor

- Knowledge of proper grammar, spelling, and punctuation
- Skilled in reading, writing, and basic accounting
- Skilled in operating standard office equipment
- Skilled in word processing, data entry, and spreadsheet creation
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to coordinate multiple tasks efficiently and handle stress associated with deadlines and frequent interruptions
- Ability to create and maintain record keeping and filing systems

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift supplies up to 25 pounds. The employee occasionally drives a motor vehicle.

### **Position Type/ Expected Hours of Work**

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

This position requires up to five (5) percent travel.

### **Required Education and Experience**

1. High school diploma or equivalent.

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2. Five (5) years of complex clerical or administrative support work experience including two (2) years directly related to the duties described above.
3. Equivalent combinations of education and experience may also be considered.

**Additional Eligibility Qualifications**

1. Selected applicants must pass a typing test at or above the rate of 40 WPM net.
2. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within 60 days of employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Below is to be completed after an offer has been extended and accepted.**

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

HR Director \_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

Employee\_\_\_\_\_ Date\_\_\_\_\_

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