

# Logan County

## Job Description



|                    |                 |                        |      |
|--------------------|-----------------|------------------------|------|
| <b>Title:</b>      | Legal Assistant | <b>Code:</b>           |      |
| <b>Division:</b>   | Administration  | <b>Effective Date:</b> | 6/07 |
| <b>Department:</b> | County Attorney | <b>Last Revised:</b>   |      |

### GENERAL PURPOSE

Performs a variety of **full performance, advanced level complex, legal secretarial duties** designed to expedite legal services provided through the office of the County Attorney.

### SUPERVISION RECEIVED

Works under the general supervision of the County Attorney or Assistant County Attorney.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Performs complex legal secretary duties; assists in general administrative functions of the office; monitors and manages office billing processes; codes billings for payment by county clerk/auditor; follows up on billings as needed; monitors and processes time sheets for payroll and leave accounting; monitors office inventory and assures availability of office supplies; performs upkeep of law department library, updates legal publications.

Performs general clerical, secretarial and paralegal duties for the County Attorney and Assistant County Attorney; i.e. typing, word processing, filing, speed writing, dictation, scheduling appointments, answering telephone, making copies, etc. and coordinates with other departments and personnel regarding work with their departments.

Prepares project materials for court proceedings; composes and prepares correspondence for the review and signature of the county attorney and assistant county attorney; composes and prepares a variety of legal documents and pleadings including motions, orders, briefs, warrants, complaints, commitments, child protections, writs, etc.

Answers telephone and gives messages or takes messages; screens telephone calls; apprises callers of status of various projects; exercises judgment related to confidentiality and propriety of sensitive material.

Greets the public, answers general questions and determines appropriate course of assistance.

Maintains department files according to established alpha or numeric systems; performs routine filing of documents; operates word processing equipment as needed to perform various work projects.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

1. Educations and Experience:
  - A. Graduation from high school with course background in general office skills; plus one (1) year of specialized course work in legal secretarial sciences or a related field;
  - AND
  - B. Two (2) years of experience as a legal secretary, one (1) year of which must have been in the office of county attorney; or in some other comparable position providing exposure to legal terminology, methods, and procedures;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Working knowledge of** modern office practices and procedures; legal terminology, grammar, punctuation, English, etc.; the legal procedures of trials and courts; modern office practices and procedures; various processes related to court document processes; the operation of personal computer and various software applications for word preparation and filing, spread sheets, data base management and desk top publications; Colorado code, law library and various project material sources.

**Ability to** perform secretarial, stenographic and machine dictation involving legal terminology and format; conduct basic research into project materials, codes, laws, and project law to locate materials as directed; maintain filing and record keeping system. work with the public and develop effective working relationships; communicate effectively, verbally and in writing; operate a calculator, copy machine, Dictaphone, memory typewriter, and other types of standard office equipment.

3. Special Qualifications:

Notary Public.

Must be able to demonstrate proficiency in keyboard operations.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking. Interpersonal communication essential to successful completion of job duties. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

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Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)