



VALLEY COUNTY JOB DESCRIPTION

Civil Legal Assistant

Department: Prosecuting Attorney

Reports to: Prosecuting Attorney

Date Established: 1/2017

Current Revision Date: 9/2023

FLSA Status: Non-exempt

SUMMARY

The Legal Assistant provides administrative services which serve the general public in all civil and criminal proceedings handled by the Office of the Prosecuting Attorney and performs duties related to the successful performance of those areas of law. Opens, prepares, organizes, maintains, and monitors the ongoing status of legal case files. Latitude is given for independent judgment and initiative.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Draft and/or type civil legal documents according to court standards (e.g., contracts, memorandums of understanding, agreements) with oversight from supervisor;
- Draft and/or type filings for Child Protective Act (CPA), Mental Commitment proceedings, Conservatorship/Guardianship proceedings, and civil forfeitures, with oversight from supervisor;
- Assist all department heads and elected officials with compliance with Public Records Requests and redact documents where necessary;
- Maintain accurate calendar and advise staff of scheduled appearances;
- Respond to inquiries from police, public, attorneys, etc. by phone or in person;
- Perform administrative secretarial duties (e.g., scheduling appointments and hearings, answering the telephone, receiving visitors, providing information as needed, receiving complaints and answering questions, etc.);
- Scan, destroy, and/or archive files in accordance with retention policies;
- Perform data entry, faxing, filing, keyboarding, mail distribution, and related office support functions;
- Maintain communication and effective working relationships with law enforcement agencies, elected officials, and department heads;
- Maintain law library and ensure all resources are current;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Perform all work duties and activities in accordance with County policies, procedures, and safety practices;
- Provide back up to the criminal division, to include preparing legal documents according to court standards (e.g., complaints, information's, warrants, subpoenas, search warrants) with oversight from supervisor;
- Perform other duties as assigned.

MINIMUM REQUIREMENTS:

- High school diploma or equivalent;
- Legal Secretary Certification;
- 5 or more years of legal administrative experience;

- Ability to type 50+ WPM.
- Knowledge of legal, court, and judicial procedures, rules, terminology, methods, documents, practices, and objectives;
- Ability to research basic legal principles using multiple resources;
- Intermediate skill level with Microsoft Office programs including Excel, Word, Outlook, and Planner.
- Skills in prioritizing multiple tasks and managing projects as well as establishing effective timelines to meet absolute deadlines.
- Strong customer services skills;
- Ability to maintain records efficiently and accurately
- Strong verbal and written communication skills using the English language;
- Ability work independently and exercise initiative, with general guidance and supervision;
- Ability to maintain a professional demeanor;
- Ability to become a Notary Public.
- Ability to multitask with multiple interruptions.
- Ability to be available for after-hours work on rare occasion.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to keyboard or type, handle materials and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Sufficient clarity of speech and hearing abilities includes those which permit the employee to discern verbal instructions and communicate effectively in person and by telephone. While performing the duties of this position, the employee works in an office setting where the noise level is usually moderate.