

MOWER COUNTY CLASS SPECIFICATION

CLASS TITLE: Legal Assistant

		GRADE: 8
DEPARTMENT: County Attorney	ACCOUNTABLE TO: County Attorney	FLSA STATUS: Non-Exempt
CLASS SUMMARY: Under the direction of the County Attorney, the Legal Assistant is responsible for performing specialized paralegal to assist attorneys in preparing for trials; assembling, researching, evaluating and obtaining court documents, and evidence through interactions with law enforcement agencies, witnesses, or state computer databases; preparing writs, motions, court orders, documents, disclosures or other materials.		
DISTINGUISHING CHARACTERISTICS: This is a stand alone classification responsible for performing paralegal responsibilities within the office of the County Attorney which requires specialized training and knowledge of legal terminology, court procedures, and office administration. This classification differs from Legal Secretary in that the nature of the work specifically requires specialized training that cannot be gained through experience as a legal secretary and on-the-job training.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
1.	Assists attorneys in preparing witnesses for trial. Assists attorneys in preparing files for trial including jury instructions, filings, correspondence, disclosures; dictation and typing.	Daily 10%
2.	Collects, verifies and evaluates information to assist attorneys in determining legal actions and in preparing cases for trial. Performs such duties as: <ul style="list-style-type: none"> • Gathers and distributes discovery information; • Obtains incident reports, court documents, and evidence; • Prepares/file disclosure index; • Collaborates with other agencies in obtaining evidence and in seeking or requesting additional evidence. 	Daily 20%

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3.	<p>Performs reception duties that includes:</p> <ul style="list-style-type: none"> • screening phone calls; • routing calls; • answering general questions; • performing notary duties; • distributing pamphlets, sorting and delivering mail to appropriate attorney(s). 	Daily 10%
4.	Maintains case files by preparing applications for extension of time, entering data into computer for all files, closing out and storing old files and compiling in-custody reports, driving records, test results, victim statements and prior records used in generating complaints.	Weekly 15%
5.	Drafts and/or prepares writs, motions, orders, court documents, disclosure and supplemental disclosure documents with minimal legal review.	Daily 10%
6.	Conducts vehicle registrations, driving records, criminal histories and stolen property records in preparation for court trails. Serves as the department's information security officer to maintain security over various state, local or regional informational systems and databases. Maintains compliance with BCA procedures and requirements associated with the use of their system.	Daily 5%
7.	<p>Serves as a personal assistant to the County Attorney. Performs such duties as :</p> <ul style="list-style-type: none"> • Schedules appointments; • Maintains their calendar; • Schedules and arranges meetings; • Receives and screens incoming calls and walk-ins. 	

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8.	Serves as a contact person for witnesses by: <ul style="list-style-type: none"> • Notifying witnesses of all court dates; • Contacts witnesses to coordinates meetings with attorneys or court schedules; • Advises and prepares subpoenas when presence is required for court appearances; • Notifies witnesses of any settlements. 	
9.	Orders supplies and maintenance office as needed.	Weekly 5%
10.	Prepares IV-D billing or criminal files. Bills attorney, Legal Assistant an legal secretary hours and time on criminal files. Prepares bills weekly for preparation to the Board. Contacts billing parties to correct errors and discrepancies, if billed incorrectly.	Monthly 10%
11.	Performs other duties of a similar nature or level.	As Required

Knowledge (position requirements at entry):

Knowledge of:

- Legal terminology, court procedures, and documents;
- Grammar;
- Computers, computer software and dictation equipment.
- Knowledge of county administrative procedures and policies.
- Knowledge of department administrative procedures and billing procedures.
- Knowledge concerning the operation, use and security requirements associated with the operation of the BCA and other state criminal databases.

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Skills (position requirements at entry):

Skill in:

- Using computers and computer software;
- Preparation of court documents, disclosures, writs, motions, orders or other legal documents required to assist attorneys prepare for court.
- Collecting, assembling and coordinating evidence collection in preparing for trials
- Prioritizing work duties and projects.
- Conducting and implementing county and office billing procedures.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Requires an Associates Degree in Paralegal or Legal Assistant and a minimum of one year legal experience; an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- Notary certificate. Requires State certification in use of BCA and NCIC systems and recertification every 3 years.

Physical Requirements:

Positions in this class typically require: reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Draft prepared by Fox Lawson and Associates LLC

Date: 12/1998

Revised 12/99 by BCC

Revised 12/2003 by BCC