

## **LEGAL ASSISTANT**

### **MAJOR FUNCTION**

This position involves advanced legal assistant and legal secretarial work for the County Attorney and County legal staff. Work is of considerable variety and complexity, requiring a high degree of knowledge in the field of litigation as such pertains to operations of public government.

### **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Prepares and types a vast amount of legal documents, ordinances, resolutions, and various other legal documents.
- Receives and directs a large volume of telephone calls, answering and taking messages.
- Performs secretarial duties of considerable variety and complexity for the County Attorney and his staff, such as performing research to prepare litigation.
- Performs secretarial duties such as scheduling meetings and hearings, maintaining files, and making copies.
- Assists in resolutions, proclamations and ordinances processing for the Board of County Commissioners.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

### **SECONDARY FUNCTIONS**

- Performs other duties as assigned.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

### **SUPERVISION**

This position has no supervisory responsibility.

### **EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS**

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### **Education and Experience**

Legal Assistant or Legal Secretary vocational certification, with two years progressively knowledgeable legal assisting or legal secretary experience, preferably in a public sector environment, or equivalent combination of education and experience.

### **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skills, and ability required.

#### **Language Skills**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

#### **Mathematical Skills**

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

#### **Problem Solving Abilities**

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Interprets complex and detailed technical data.
- May participate in development of policy, programs, plans, or procedures.
- Study manual work process to determine most effective methods for essential tasks.

#### **Specialized Skills and Abilities**

- Ability to work independently under the direction of the County Attorney or designated staff.
- Ability to communicate tactfully and effectively with local government officials, County employees, members of the general public, and other governmental entities.

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- Ability to speak intelligently and prepare highly complex written legal material.
- Ability to work under pressure and meet deadlines.
- Thorough knowledge of the English language and high degree of grammatical, punctuation, and spelling skills.
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **Machines and Equipment**

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift up to twenty-five pounds; and will frequently be required to sit, use hands to finger, handle, or feel, and talk or hear. Vision requirements are close, distance, color, and peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in a typical indoors office environment. The noise level for this environment will be moderate.

Established: 10/99

Pay Grade: 10

Job Description Number: 6016

Category: 6

Status: NE

Revised: 6/2003