County Attorney Legal Assistant I

NATURE OF WORK

Under general supervision of office manager and County Attorney. Performs a wide variety of legal assistant work of average and complex difficulty involving the use of typing and computer skills. Frequently works with the public and other offices and departments.

EXAMPLES OF WORK

Prepares legal documents and correspondence, computerized forms, and verbal communication.

Imports and creates case files.

Searches computerized files and records.

Assembles information and types or inputs data in computer.

Checks for prior records and requests criminal histories.

Operates office equipment and machines.

May serve as cashier in the acceptance of money from the public and issuing receipts.

Operates telephone and distributes mail.

Works frequently with the public, other agencies and departments.

Assists sharing ‘examples of work’ and ‘related work assigned’.

Performs related work as assigned.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of office and department practices and procedures.

Skill and proficiency in typing and operation of computers and office machines.

Ability to work independently with speed and high degree of accuracy.

Ability to work professionally and effectively with internal and external individuals.

Ability to demonstrate the upmost discretion and adhere to confidentiality

English language proficiency.

MINIMUM QUALIFICATIONS

Possession of a high school diploma or a GED certificate or equivalent with one year experience performing legal assistant duties or any equivalent combination thereof.

SPECIAL NECESSARY REQUIREMENT

Qualified to become a notary public.