

Uintah County

Job Description



Title:	Office Manager	Code:	513.3
Division:	Administration	Effective Date:	3/07
Department:	Attorney	Last Revised:	2/12
FLSA Cat:	Non-Exempt	Pay Grade:	22

GENERAL PURPOSE

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

SUPERVISION RECEIVED

Works under the general supervision of the County Attorney or Deputy County Attorney(s) on a case-by-case basis.

SUPERVISION EXERCISED

May provide close to general supervision to Legal Secretary(s) II or I while in training or on a project-by-project basis.

ESSENTIAL FUNCTIONS

Performs as lead legal secretary; assists in general administrative functions of the office related to secretarial staff; 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; assists with the general supervision and training of department clerical and legal secretarial staff; assists, as needed to apprise and inform clerical staff related to office policies and procedures; performs upkeep of law department library, updates legal publications.

Performs general clerical, secretarial and paralegal duties for the county attorney and deputy county attorneys 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 criminal information for review by attorneys and filing with the court; requests and obtains information, i.e., drug results, reports, certified prior convictions, certified driving record, protective orders, etc.; provides discovery to defense attorneys;

Reviews complaints, informations, indictments, warrants, jury instructions, briefs, releases, transcripts of grand jury testimony, and other sensitive documents for consistency and accuracy.

Prepares trial exhibits, witness accommodations and other jury trial preparation as directed; prepares plea agreements; works with Adult Probation and Parole agents prepares warrants and orders to show cause.

Prepares criminal cases for court proceedings; composes and prepares correspondence for the review and signature of the county attorney and deputy county attorney(s); composes and prepares a variety of legal documents and pleadings such as investigative subpoenas, bail forfeitures extraditions, governor's warrants, restitution affidavits, motions, orders, briefs, warrants, complaints, commitments, child protections, writs, continuances etc.; subpoenas for trial witnesses, petitions for subpoena power, criminal investigative subpoena power, incompetence hearings, etc.; prepares final judgments.

Calendars due dates for various criminal case processes; assists attorneys in meeting various case deadlines; calendars court dates and schedules hearings; prepares court or calendar call materials, assures that all files for review or courtroom are prepared; prepares jury instructions, witness exhibit lists and subpoenas; assures proper notification is given to police officers, witnesses or others involved; may accompany attorneys at hearings and assist with case materials as needed.

Answers telephone and gives messages or takes messages from attorneys, probation officers, police officers and the general public; apprises callers of status of various cases; exercises judgment related to confidentiality and propriety of case, hearing, warrants and related sensitive material.

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. Four (4) 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:

Considerable 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 criminal document processes; the operation of personal computer and various software applications for word processing, spread sheets, data base management and desk top publications; Idaho code, law library and various case material sources.

Ability to perform secretarial, stenographic and machine dictation involving legal terminology and format; conduct basic research into case materials, codes, laws, and case 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:

May be required to be or become a Certified Prosecutorial Assistant.

Notary Public.

Maintain continuing educations credits for certifications.

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.

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)