



Uintah County

Job Description

Title:	Legal Assistant	Code:	516
Division:	Public Defender	Effective Date:	11/18
Department:	Commission	Last Revised:	11/18
FLSA Cat:	Non-Exempt	Pay Grade:	15

GENERAL PURPOSE

Performs a variety of **working level complex administrative and secretarial duties** designed to expedite case preparation and legal services provided through the Public Defender's office.

SUPERVISION RECEIVED

Works under close to general supervision of the Managing Public Defender.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Assists with Indigent Defense Commission (IDC) grant applications, reporting, and compliance with all IDC requirements. Assists in case assignments and workload tracking; coordination, provision, monitoring, and payment for defender resources; implementation of a case management and time-tracking system; department and indigent defense system audits and reporting.

Audits and processes invoices and tracks department expenditures. Requisitions office supplies through County purchasing systems and maintains department inventory. Assists in budget preparation.

Prepares and files legal documents, and conducts legal research. Prepares, copies and mails correspondence as required. Verifies case law and code citations and quotations found in motions and other documents, using the electronic or other legal research sources.

Requests and obtains allowable discovery from County Attorney as directed. Maintains statistics and compiles reports, including caseload information. Coordinates case information with court clerks, contracted attorneys, MPD, judges, county commissioners, county employees, city governments, and the IDC.

Assists in the planning and coordination of continuing legal education (CLE) training programs, including scheduling meeting locations, ordering food, room set up, invoicing, obtaining CLE credit through the Utah State Bar, monitoring attendance, etc.

Provides general case-status information to clients as authorized; responds to general requests for information from judges, court staff, clients, attorneys, and other members of the public. Maintains calendar for tracking due dates of pleadings and related documents. Serves as Notary Public as required. Prepares agendas and makes arrangements for meetings and conferences. Arranges travel.

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. Three (3) 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:

Working knowledge of modern office practices and procedures; legal terminology, grammar, punctuation, English, etc.; Knowledge of the legal procedures of trials and courts; standard format for a variety of legal documents and forms, including briefs, motions, opinions, subpoenas and warrants. Knowledge of legal record keeping principles and practices, deadlines, and calendaring. Knowledge of 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, and database management.

Skill in editing and reviewing for accuracy, format and correct English usage, including grammar and punctuation in technical and complex legal and court documents.

Ability to interact professionally and effectively with the public, other employees, and elected officials; and establish and maintain positive relationships with individuals encountered in the course of the work. Ability to use a variety of office equipment such as computer terminals, printers, scanners, and fax machines as well as standard office software such as Microsoft Office, spreadsheet and database applications. Ability to be flexible and able to competently perform tasks in a variety of assignment areas. Ability to use sound independent judgment in following instructions and applying appropriate laws, codes, regulations, policies and procedures. Ability to organize and prioritize work, set priorities, work in a high-volume setting and meet critical deadlines.

3. Special Qualifications:
None.

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)