

Sevier County Job Description



Title: Legal Assistant I / II / Paralegal	Department: County Attorney
Grade: I - 12 / II - 14 / Paralegal - 17	FLSA Status: Non-Exempt
Job Code: I - 500.1 / II - 500.2 / Paralegal - 502	Effective Date: 01/12 (Last Revised 06/19)

GENERAL PURPOSE

Performs a variety of legal assistant duties designed to expedite legal services provided through the office of the County Attorney.

Legal Assistant I: Entry Level / **Legal Assistant II:** Working Level / **Paralegal:** Full Performance Level

SUPERVISION RECEIVED

Works under the general supervision of the County Attorney or Deputy County Attorney(s).

Legal Assistant I: Close to General / **Legal Assistant II:** General / **Paralegal:** General

SUPERVISION EXERCISED

Legal Assistant I: None

Legal Assistant II: None

Paralegal: May provide supervision to Legal Assistant I or II as assigned by County Attorney

ESSENTIAL FUNCTIONS

Legal Assistant I or Basic Functions for Legal Assistant II and Paralegal

- Performs general clerical, secretarial and reception duties for the county attorney and deputy county attorneys i.e. typing, document scanning, filing, dictation, scheduling appointments, answering telephone, coping, etc.;
- Coordinates with other departments and personnel regarding work with their departments;
- Prepares legal correspondence for the review and signature of county attorney and deputy county attorney(s);
- Types and prepares a variety of legal documents and performs data entry regarding criminal cases in PIMS program and civil cases;
- Performs specific procedures and practices associated with various assignments, which may include, running criminal history checks (UCJIS), requesting reports, requesting drug tests;
- Processing discovery reports, processing bail forfeitures, processes dismissals and continuances;
- Preparing evidence release letters, initiating fugitive complaint waivers, mailing notice of hearings, etc.;
- Coordinates and works with local, state, and federal law enforcement agencies and court personnel in regards to filing criminal information and petitions;
- Monitors criminal court calendar and advises county attorney and deputy county attorney(s) of court dates and prepares civil and criminal files as needed;
- Follow established procedures and protocol;
- Prepares victim letters, works with law enforcement agencies and victim advocates and persons seeking restitution;
- Opens and monitors criminal and juvenile files during case active status;
- Prepares appropriate documentation and follows established procedures for processing;
- Coordinate with Adult Probation and Parole supervised probation.

Paralegal *(in addition to the essential functions outlined for Legal Assistant I & II)*

- Drafts legal correspondence, pleadings, warrants, investigative subpoenas, charging documents, notices, writs, contracts and other legal documents;
- Prepares draft ordinances, policies, resolutions, regulations and legislation;
- Assists attorneys and investigators with preparation for criminal or civil trials, prosecutions, or litigation;
- Compiles and organizes discovery and documentation for case preparation with other evidence for initial and supplemental discovery;
- Performs database searches and inquiries;
- Prepares initial screening of juvenile and criminal charges and creates draft charging documents;
- Compiles trial/case exhibits and pleadings binders.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Legal Assistant I: Graduation from high school or equivalent with course background in general office skills; plus, one (1) year of specialized training related to above duties; and two (2) years of experience as a legal secretary or in some other comparable position providing exposure to legal terminology, methods, and procedures.

Legal Assistant II (*in addition to the education for Assistant I*): Three (3) years performing the above related functions at Sevier County or five (5) years of experience as a legal secretary or in some other comparable position providing exposure to legal terminology, methods, and procedures with one (1) of those years being performed at Sevier County.

Paralegal (*in addition to the education for Assistant I and II*): Certificate of completion at an accredited institution and be certified as a paralegal, plus eight (8) years performing the above related functions at Sevier County or twelve (12) years of experience as a legal secretary or in some other comparable position providing exposure to legal terminology, methods, and procedures with three (3) of those years being performed at Sevier County.

*An equivalent combination of education and experience may be considered for all levels.

2. Knowledge, Skills, and Abilities:

Legal Assistant I: Working / **Legal Assistant II:** Considerable / **Paralegal:** Substantial

Knowledge of the following

- Modern office practices and procedures;
- Legal terminology, grammar, punctuation, English, etc.;
- The legal procedures of trials and courts;
- Various processes related to criminal and civil document processes;
- The operation of personal computer and various software applications for word processing (MS Office/WordPerfect), spread sheets, data base management and desk top publications.

Ability to

- Perform secretarial duties involving legal terminology and format, 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, document scanner, digital recorder and other types of standard office equipment.

3. Special Qualifications:

- Must a certified Utah State Prosecutorial Assistant.
- Must be able to type 60 words per minute.
- Resident of Sevier County.

4. Work Environment:

- Incumbent of the position performs in a typical office setting with appropriate climate controls.
- Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing.
- Occasional minor lifting generally not to exceed 25 pounds.
- Rapid work speed required to perform keyboard operations.
- Common eye-hand, finger, leg and foot dexterity needed to perform essential functions.
- Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. 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. Current Title: _____ Date: _____
(Employee)

I have reviewed this job description with the employee: _____ Date: _____
(Supervisor Signature)