

# Legal Assistant

## Position Summary

The Legal Assistant prepares, processes and efiles legal documents in accordance to established formats. The Legal Assistant opens cases and assists attorneys with obtaining documents, photos, videos, and audio recordings to prepare the case for prosecution.

## Position Responsibilities

- Maintain cases in case management system
- Prepare legal documents and correspondence from written or verbal instructions in established prescribed standards
- Answer phone and direct caller to most appropriate person
- Answer general questions from the public, Court Personnel and Law Enforcement
- Work with Law Enforcement to obtain photos, videos, or audio files
- Send Discovery to Defense Counsel
- Verify hearing dates
- Attend court proceedings as needed
- Maintain tickler file on pending cases
- Efile documents according to an established filing system
- Issue subpoenas
- Assist co-workers in back-up capacity
- Manage assigned dockets
- All other duties as assigned

## Education, Skills and Experience

- Graduation from high school or GED
- Must be able to effectively communicate in person, on the phone, and in writing
- Must have the ability to compose minutes of testimony and other reports using good spelling and vocabulary
- Must have the ability to maintain confidentiality
- Develop and maintain effective working relationships with the general public, attorneys, county officials, and co-workers
- Ability to organize and manage multiple priorities and exercise independent judgment
- Must be a positive representative of the County Attorney's Office and Warren County
- A strong team player and demonstrate a commitment to the ideas and values of Warren County
- Preference will be given to those applicants who have the following:
  - Knowledge of "Rules of Criminal and Court Procedures"
  - Knowledge of the subpoena process
  - Knowledge of general legal terminology
  - Knowledge of legal research and writing
  - Proficiency as a legal secretary either through formal education, or comparable experience in a law office or a combination of education, training and experience

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## **Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*Physical demands:* While performing duties of this job, the employee is required to sit and/or stand for long periods of time. Must have the ability to lift, pull, push, and/or move up to 25 pounds.

*Work environment:* The noise level is minimal