

Confidential Administrative Associate - Attorney

Job Description



Department: Attorney
Position: Appointed
Grade: 722
Supervisory: No
Reports to: County Attorney

Summary

Under general supervision of the elected County Attorney, performs complex administrative support and advanced legal assistant work. Functions as a confidential assistant and project manager for the County Attorney. Incumbents serving in this classification are appointed by and support the elected County Attorney.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Function as personal assistant to the County Attorney; receive and return phone calls and relay messages and other information; represent County Attorney at meetings on his or her behalf, as directed; schedule meetings, events, and calendar appointments.
2. Function as project manager for major projects in the Attorney's Office; create and maintain timelines; track and report on progress; provide follow-up on delegated assignments, as needed.
3. Function as liaison between the Attorney's Office and citizens and outside agencies; communicate regarding County information and criminal cases, as authorized.
4. Coordinate press relations and public relations for the Attorney's Office; screen media for information concerning the Attorney's Office; prepare and issue press releases, as needed.
5. Compose correspondence, documents, and reports, including statistical reports, as authorized; take and transcribe dictation and minutes of various meetings.
6. Conduct research, as assigned; develop research formats and collect data; document and present findings.
7. Develop and maintain filing systems, control records, and indexes; assist with maintaining the defendant database for the office, as needed.
8. Respond to complex legal questions, complaints, and issues regarding criminal cases and agency procedures and functions; schedule appropriate hearings; refer issues to department staff, as needed.

For Office Use Only

Job Code: 6700

Job Title: Confidential Administrative Associate – Attorney

FLSA: Exempt

Effective Date: 5/25/2023

Public Safety: No

Worker's Compensation: Clerical

Background Level: I

Safety Sensitive: No

DOT: No

ML: Individual Contributor

9. Obtain and prepare trial and hearing materials; organize reports and evidence; prepare displays, presentations, and exhibits.
10. Coordinate and assist with meetings with victims, witnesses, court and other government officials, police, and other investigators and attorneys.
11. Perform general clerical support duties for the Attorney's Office; support multiple divisions, as needed; assist the general public with related matters.

Knowledge, Skills, and Abilities

- Considerable knowledge of legal procedures, terminology, and court systems
- Knowledge of formats of legal documents
- Knowledge of proper grammar, spelling, and punctuation
- Knowledge of general organization and functions of county government
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment
- Skilled in word processing, data entry, and spreadsheet creation
- Skilled in creating complex legal documents
- Ability to maintain confidentiality of sensitive records and information
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to coordinate multiple tasks efficiently and handle stress associated with deadlines and frequent interruptions
- Ability to communicate effectively verbally and in writing
- Ability to create and maintain record keeping and filing systems
- Ability to type accurately and at an acceptable rate, based on job duties

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work exposes the incumbent to high-stress situations including contact with the public, employees, and others in confrontational, emotionally charged, or uncomfortable circumstances.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file, and lift supplies up to twenty (20) pounds. The employee occasionally drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Recommended Education and Experience

1. Associate degree in Paralegal Studies, Criminal Justice, or a related field.
2. Six (6) years of work experience as a legal assistant, included preparation of legal documents.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants who have a documented typing speed at or above the rate of fifty (50) WPM net.

Additional Eligibility Qualifications

1. Incumbent may be required to obtain Bureau of Criminal Identification (BCI) certification.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) day so employment.
3. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

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Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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