



# Legal Assistant

## Job Description

Department: Attorney  
Position: Career Service  
Grade: 720  
Supervisory: No  
Reports to: Deputy County Attorney or  
Office Manager

### Summary

Under general supervision of a Deputy County Attorney or an Office Manager, performs a variety of routine to very complex clerical duties in preparing and maintaining legal cases, files, and documents, and in gathering and distributing information. Incumbents may be assigned to the Civil or Criminal Division or the Bureau of Investigations. Incumbents perform tasks of considerable difficulty and may perform complex tasks that involve independent judgement and require considerable knowledge of the policies, procedures, and laws affecting the work at a full-performance level. Incumbents with sufficient experience may lead and direct the work of others.

### Essential Functions

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

1. Manage and maintain legal cases and files in a timely manner; prepare appropriate legal documents; schedule appropriate hearings; file and/or arrange for the filing or service of pertinent documents; maintain an accurate follow-up system to review cases and files; prepare cases and files for archiving.
2. Maintain appointment and court appearance calendars for one or more attorneys or investigators.
3. Prepare required documentation for attorneys' cases for weekly court calendar; update case status with notation.
4. Process incoming new cases and obtain required documentation and evidence; ensure case file is complete and ready for prosecution.
5. Receive, screen, handle, and if necessary, redirect incoming telephone calls and visitors.
6. Assist attorneys, investigators, and paralegals in preparing trial and hearing materials; prepare and compile information and reports; assist in the preparation of displays, presentations, exhibits, and evidence.
7. Respond to queries, complaints, and concerns in a timely manner from involved parties and the public regarding office and/or court functions and procedures, county department functions and procedures, case dispositions, and victim rights.

### For Office Use Only

Job Code: 6703  
Job Title: Legal Assistant  
FLSA: Non-Exempt  
Effective Date: 8/16/2022  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: II  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor

8. Arrange for and assist in meetings with victims and witnesses, court and other government officials, police and other investigators, and attorneys.
9. Research and retrieve public and private records for factual information and other legal documentation in accordance with applicable state and federal laws.
10. Locate and arrange witnesses and interpreters for court and hearing appearances.
11. Perform data input relating to office functions and procedures and produce necessary reports.
12. Transcribe audio files.
13. Perform electronic searches for missing contact information of victims, potential witnesses and other involved parties.
14. Organize transportation and travel arrangements for witnesses.
15. Order and maintain office supplies.
16. Distribute incoming mail and collect and process outgoing mail.
17. Represent the office at meetings.
18. Prepare and track grant requests and administer grant awards.
19. Locate, download, notate and share jail/prison phone call recordings.

### **Essential Duties Specific to Assignment**

#### **Civil Division**

1. Prepare necessary agenda requests for County Commission and other County board meetings.
2. Review and respond to requests for County records.
3. Collect, process, and distribute payments to the County.
4. Process applications for settlement or deferral of delinquent personal and real property taxes and prepare delinquent tax payment and/or deferral agreements.
5. Initiate and oversee publication of County ordinances and County board vacancies in newspapers.
6. Maintain current register of various County board members.
7. Process claims filed against County and coordinates with insurance company until a resolution is reached.
8. Maintain Civil Division Legal Opinion Index.
9. Maintain information related to the Utah County Risk Management Program.

#### **Criminal Division**

1. Prepare trial folders and notebooks for use in case presentations.
2. Maintain the Criminal Division Legal Opinion Brief Bank.
3. Prepare documentation for, and follow up on, the extradition of prisoners in and out of the state.
4. Prepare summonses, arrest warrants and subpoenas (investigative and duces tecum) and arrange for the judicial authorization and legal service of these documents.
5. Research and compile crime statistics.
6. Gather, maintain, and reports prosecution statistics.

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7. Respond to discovery requests and ensure office discovery obligations are timely and accurately met.
8. Prepare case files for proper archiving and storage.
9. Redact information from case reports and files prior to dissemination.

### **Bureau of Investigations**

1. Maintain the chain of custody of documents collected by sworn officers; complete the logging and storage process of this evidence including on-site logging during the execution of a search warrant.
2. Assist investigators in areas such as link charting, audio/video editing, and chart and graph creation; organize data and prepare event flow charts, financial charting and restitution charts.
3. Maintain peace officer training files.

### **Knowledge, Skills, and Abilities**

- Working knowledge of standard office practices
- Working knowledge of the functions of the Attorney's Office
- Knowledge of legal procedures, terminology, and court systems
- Knowledge of proper grammar, spelling, and punctuation
- Knowledge of Attorney's Office policies, procedures, and laws, codes, or regulations relevant to work performed
- Skilled in reading, writing, and basic math
- Skilled in operating standard office equipment
- Skilled in word processing, data entry, basic spreadsheets, and presentation creation
- Skilled in use of case/file management software
- Skilled in using various software programs unique to the Attorney's Office and associated agencies
- Skilled in performing various legal assistant duties associated with the Attorney's Office and willingness to accept additional assignments
- Ability to maintain cooperative working relationships with those contacted during the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to understand broad objectives and follow general instructions
- Ability to distill relevant and useful elements from vast amounts of information
- Ability to prioritize most essential duties and assignments
- Ability to independently prepare various legal documents
- Ability to type accurately and at an acceptable rate, based on job duties
- Ability to lead and train others

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### **Supervisory Responsibility**

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

### **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. This job may expose the incumbent to disturbing information or materials, and to individuals that are angry, agitated, or otherwise upset. Work occasionally exposes the incumbent to the stress of unplanned, urgent projects as well as daily and weekly deadlines. The noise level in the work environment is usually moderate.

### **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.

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, the ability to adjust focus, and to distinguish between colors and patterns. The incumbent regularly works for sustained periods of time maintaining concentration and attention to detail. The employee is required to type, file and lift or move supplies up to twenty-five (25) pounds. The employee occasionally drives a motor vehicle.

### **Position Type/ Expected Hours of Work**

Incumbent must work forty (40) hours each week 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.

### **Required Education and Experience**

1. High school diploma or equivalent.
2. Three (3) years of work experience as a legal assistant that includes the preparation of legal documents.
3. Equivalent combinations of education and experience may also be considered.

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**Preferred Education and Experience**

- 1. Preference may be given to applicants with a documented typing speed of fifty (50) WPM net or above.

**Additional Eligibility Qualifications**

- 1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
- 2. 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.

**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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