

LINN COUNTY CLASSIFICATION

TITLE: COUNTY ATTORNEY LEGAL ADMINISTRATIVE ASSISTANT
NUMBER: 616 APPROVAL ORDER NUMBER: 2022-131
PAY RANGE: 13 DATE: APRIL 5, 2022
CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs complex legal and administrative work in the Office of the County Attorney. Coordinates legal service activities and processes required legal documents as necessary, both within the Office; with other County offices and departments and other public agencies; manages clerical work and relieves the County Attorney of administrative detail involving routine office activities.

SUPERVISION RECEIVED: Works under the supervision of the County Attorney who assigns work and evaluates work for effectiveness. Also, subject to direction from deputy county attorneys regarding legal documents and services. Frequently develops and refines own work routines and is expected to carry assignments through to completion with minimal supervision.

SUPERVISION EXERCISED: Supervision is not necessarily a responsibility of this classification but the employee may supervise part-time staff. May participate in the selection of new personnel and assist in the job orientation of new personnel and provide training. May assist with the training of deputy county attorneys in administrative procedures.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Prepare pleadings, briefs and legal documents for filing in Federal or State Courts and State or County administrative agencies; prepare ordinances, resolutions, orders, contracts, legal notices, policies or reports for the County Board of Commissioners, County offices or departments all according to the appropriate format for such court, agency or office subject to specific direction by an attorney
2. Compile and index files for litigation cases, legal projects, reports; maintain files and indexes; organize and deliver files or documents for attorney or agency to meet scheduled court appearances or meetings. Develop and prepare forms and other documents for office usage.
3. Note or schedule appearances, appointments and due dates; prepare and forward legal or courtesy notices required for events; organize and provide documents prepared for proceedings or events; prepare orders or other documents and file appropriately for the record of an event as required by law, policy or directed by attorney. Make sure that all new filings are done in proper order and within required timelines.
4. Prepare correspondence, reports or other documents as directed by attorneys; maintain office library of opinions, rules, legislation, ordinances and policies; maintain appointment schedule for County Attorney and deputy county attorneys; act as receptionist for the office and respond to inquiries from the public, attorneys or county offices and/or refer the inquiry

to the appropriate person or agency.

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5. Assist in budget preparation. Maintain accounting files including accounts payable function and preparation of payroll. Monitor all expenditures and revenue to verify that they conform to budget projections. Audit revenue and expenditure reports generated by the County Accounting Office and submit corrections as needed.
6. Open and distribute all incoming correspondence and Legal Service Requests (LSR) to the Office of the County Attorney; maintain database of all Legal Service Requests; compile information and prepare the report for annual indirect costing. Maintain and operate all new computer programs and existing systems.
7. Maintain Laserfiche computer archives of office files by compiling Legal Service Requests (LSR) files; clean files of duplicate items; organize, scan and check scanned files for accuracy and completeness ensuring all scanned files are properly backed up. Direct destruction of scanned and archived files when appropriate.
8. As directed, attend meetings with or on behalf of the County Attorney to perform such duties as assigned or related to the matter.
9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment for this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Knowledge and ability to use standard business English language skills (composition, spelling, grammar) and standard arithmetic. Knowledge and ability to use standard office machines (computer and software, copier, adding machine, etc.); considerable knowledge of legal office terminology and the preparation and processing of legal documents; ability to make decisions independently in accordance with established policies; use initiative and judgement to carry out responsibilities with only general guidance; perform recurring duties without specific direction; complete new tasks with minimal supervision and ability to use tact and judgement in dealing with the public. Ability to keep information confidential.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from an accredited college with an Associate of Applied Science Degree in Legal Office Administration or equivalent Associate's Degree or a non-equivalent Associate's Degree including, or supplemented by, secretarial training courses plus two-years of secretarial experience in a public or private law office or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Must have a home telephone or other after-hours telephone. Must conduct himself or herself with complete personal integrity and the highest professional ethics.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to remain in a stationary position 60% of the time and occasionally move about the office or to other County facilities to access and use office machinery and engage with County Employees and members of the public; continually operate office computers and other office machinery, such as phones and printers; frequently communicate with County employees and members of the public to exchange information; input information and data into a computer format; and, engage in oral conversation and presentations. Must be able to occasionally move office equipment and other materials weighing up to thirty (30) pounds. May, on occasion, be required to perform all essential functions offsite. Occasionally, must be able to interact with members of the public who are extremely upset and, at times, threatening.