



## RED LAKE COUNTY JOB DESCRIPTION

**Job Title:** Legal Assistant

**Revision Date:**

**Last Classification Review:**

**Exempt Status:** Non-Exempt

**Department:** Attorney's Office

**Reports To:** County Attorney

### **Job Summary:**

Under the direction of the County Attorney, the Legal Assistant is responsible for providing clerical and paralegal support to the County Attorney in the administrative and support functions of the office. Duties include drafting and filing court documents and correspondence; maintaining department records/files; providing information to the public, county offices, outside attorneys, outside agencies, as appropriate; and processing department bills and ordering of office supplies.

### **Supervisory Responsibilities:**

*Direct Supervision:* None

*Indirect Supervision:* None

### **Essential Duties and Responsibilities:**

- Receives information pertaining to criminal matters, child protection, child support or other legal matters from the public, local and regional law enforcement agencies, social services staff, court administration, outside attorneys or other parties. Determines appropriate actions to take and provides information to all relevant parties, as required, under established time restrictions and confidentiality requirements.
- Reviews and examines reports from law enforcement, social services or other sources and prepares required criminal complaints, child protection petitions, proposed orders and other documents for review of the County Attorney.
- Files complaints and other court documents electronically utilizing various charging and filing programs. Provides information for the County Attorney and Crime Victim Advocate from these sites or to access these court sites.
- Opens and maintains criminal files, child support and County files. Prepares files for the County Attorney for weekly court sessions.
- Collaborates and works with Probation Agents, Crime Victim Advocate, Social Workers and law enforcement personnel to provide support and information. Advises law enforcement officers of upcoming court dates, trials and hearings when they are needed as witnesses.
- Prepares and sends out discovery materials to defense attorneys as required by court rules.
- Serves as the Agency Administrator for several websites having responsibility for registering office personnel to gain access and providing proper documentation to the State of MN, updating documents and keeping access agreements current.
- Prepares expense vouchers and attach appropriate expense codes to pay bills for the County Attorney's Office and Law Library. Maintains and orders office supplies for the department.
- Provides general administrative support to off-site Medical Examiner/Coroner.
- Performs other duties of a comparable level or type, as required.

- a) Provides notary services to the public and courthouse employees.
- a) Attends staffing, hearings and may serve on various teams (i.e. DWI court team, etc.) as needed.

### **Minimum Qualifications:**

Requires a minimum of an AA Degree as a Paralegal, Legal Secretary, Legal Assistant or closely related area and a minimum of 1-3 years experience in a legal setting and/or evidence of equivalent education and experience necessary to perform the requirements of the work. Requires a valid MN driver's license or evidence of equivalent mobility.

### **Essential Knowledge And Specialized Subject Knowledge Required To Perform The Essential Functions Of The Job:**

- Fundamentals of court procedures and processes.
- Knowledge of office management practices and County administrative policies and procedure.
- Knowledge of legal terminology, legal forms, legal reference materials and legal documents.
- Knowledge of standard clerical/secretarial practices and procedures.
- General fundamentals of bookkeeping and financial recordkeeping routines and County administrative procedures pertaining to departmental financial operations (e.g. purchasing, revenue collection, invoicing, accounts payable, etc.).
- Knowledge of county, state and federal statutory requirements regarding legal documentation and recordkeeping.
- Operation of computers & business productivity software (e.g. word processing, spreadsheets, email, browsers, scheduling software, etc.) & any specialty software that may be used by department in the performance of the job.

### **Essential Skills Necessary To Perform The Work:**

- Preparing a variety of legal documents, forms, materials and correspondence.
- Preparing administrative support functions in the office including preparation of confidential correspondence, preparation of billing vouchers, maintaining department records and files.
- Applying and using legal terminology.
- Assembling, tracking, recording and preparing financial forms and records used in tracking budgets, purchasing, billing for services, and recording of revenues requiring financial recordkeeping skills.
- Preparing documents, coordinating legal actions, scheduling hearings with attorneys, witnesses, and others and preparing all the required orders, legal documents and forms required to process cases.
- Ability to prioritize, organize and complete assignments with minimal direction.
- Reading, understanding and applying legal concepts, rules and guidelines in the processing and preparation of legal documents.
- Customer service and office etiquette skills.
- Using and operating computers and business productivity software (e.g. word processing, spreadsheets, internet, presentational software, etc.).
- Demonstrated word processing and keyboarding skills.
- Proofreading for correct grammar, vocabulary, and spelling.
- Basic business mathematics.

### **Work Environment:**

Essential duties and responsibilities associated with the classification involve working in typical county offices and surroundings where there are minimal risks and hazards associated with performing the requirements of the work.

### **Physical Job Requirements:**

Employee is continuously required to talk, hear, and sit; frequently uses hands/fingers dexterously; occasionally reaches with hands and arms, walks, stands, stoops, kneels, and crouches in the performance of the job. Exerting up to 25 lbs.

pounds of force occasionally and/or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects, including the human body.

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

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**Department Head's Signature**

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**Date**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

*The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*