



**Carbon County  
Job Description**

<b>Title:</b>	Assistant Legal Secretary	<b>Job Code:</b>	
<b>Department:</b>	Carbon County Attorney's Office	<b>Effective Date:</b>	
<b>Reports To:</b>	Carbon Attorney	<b>Last Revised:</b>	
<b>Full Time</b>		<b>FLSA Status:</b>	Non Exempt

**Overall Responsibility:**

Legal Assistants are charged with assisting the County Attorney and deputy county attorneys with the completion of all tasks and duties within the County Attorney's office, and is expected to assure efficient work flow of all tasks and cases within the office

**1. Preparation and filing of pleading and documents; case file management**

Ensure the timely filing of all District Court pleadings prepared by attorneys via electronic filing software

Upload all police reports, video, and audio into electronic case management database; organize same by case and make available to attorneys screening cases

Obtain reports and other documentation where necessary from law enforcement agencies

Make all discovery and reports available to opposing counsel in criminal cases

Draft pleadings for review and finalization by attorneys; assist attorneys in preparing and formatting pleadings and other necessary documents

Ensure that all documents are filed and notices are sent in a timely manner to case parties, victims, and witnesses

Ensure that all pleadings, correspondence, notes and all other documents generated by attorneys or received by attorneys is placed in the electronic case management database

Prepare individualized electronic docket calendars for attorneys with all necessary cases and case documents for all District Court law and motion days, preliminary hearing calendars, jail arraignment calendars, County Commission meetings, and other court hearings

Attend District Court with criminal division attorneys on law and motion dates and during other hearings and trials, and log notes, hearing dates, and filing due dates into electronic case management database

Attend court hearings and meetings as needed with civil attorney

Archive civil paper files into digital case management storage as time allows

Retrieve documents from County storage databases and County clerk vaults for civil attorney

Assist civil attorney with drafting of agreements, letters, ordinances, resolutions, and other documents; assist with proofreading of documents

Make phone calls to obtain information from other governmental entities, citizens, vendors, opposing counsel, and others as directed by attorneys

## **2. Calendar Management**

Ensure the timely and proper calendaring of all scheduled and required appearances of the criminal division attorneys in District Court

Ensure the timely and proper calendaring of all court and administrative appearances for the civil division attorney

Maintain an up to date electronic calendar of all filing and discovery deadlines, appointments, meetings, and other events for the criminal and civil attorneys; assist attorneys with calendar coordination

Arrange meetings and conferences for attorneys with officers, victims, and others as necessary

## **3. Other Key Tasks**

Stay abreast of changes to Court filing requirements and changes to court filing systems

Stay abreast of changes and updates to the County Attorney's Office's case management software; obtain training as needed

Stay abreast of changes to Court procedures regarding documents to be filed.

Transcribe dictation from attorneys

Answer phone calls to the County Attorney's office and route phone calls to employees; check voice mail messages and give to applicable attorneys

Screen walk-in visitors to the County Attorney's Office

Assist other legal assistants in the office with on-line filing and case management, as needed Prepare photocopies and court exhibits as needed

Pick up mail

Assist attorneys with timely annual recertifications with the Utah State Bar and Federal Bars

Coordinate Attorney Office activities with other County departments when applicable

### **Skills and Attributes Required:**

Must have excellent reading and writing skills, including proficiency in spelling and grammar

Must be able to learn and use legal terminology, especially rules of ethics pertaining to attorneys and staff, as well as basic rules of civil and criminal procedure

Must be able to recall case status and key facts of case upon short notice

Must have excellent word processing skills and able to type at least 60 words a minute

Must be able to prioritize work assignments based on urgency and attorney preference

Must be able to work quickly and effectively and meet Court imposed deadlines  
Must be able to communicate effectively with attorneys, court staff, and law enforcement officers regarding judicial and investigative processes, as well as with individuals who are unfamiliar with the legal system  
Must be able to work efficiently in stressful situations  
Must be able to manage multiple tasks and assignments from multiple attorneys with minimal direction and oversight

**Additional Preferred Qualifications:**

Valid Utah Driver's License  
A bachelor's degree from an accredited college or university in a related field such as law, criminal justice, business, communications, political science, English, and two years' experience as a legal assistant; OR  
An associate's degree from an accredited college with a certificate as a legal assistant or paralegal and four years' experience as a legal assistant

**Physical Effort/Environment:**

Using primarily just the fingers to make small movements such as typing, picking up small objects, or pinching fingers  
When talking one must convey detailed or important instructions or ideas accurately, loudly, or quickly  
Able to hear average or normal conversations and receive ordinary information  
Average, ordinary visual acuity necessary  
Sedentary work. Sitting most of the time  
Work is generally performed indoors in a safe environment with little requirement for physical exertions. Some light lifting of copy paper and supply boxes required, up to 20 pounds

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date