

Storey County Job Description
Legal Assistant I

Class Title: Legal Assistant I
FLSA Status: Non-Exempt
Represented Status: Represented
Created: 05/26/2017
Last Revised: 09/01/2020

JOB SUMMARY

Under direct guidance and close supervision of the District Attorney or his/her designee, performs a limited range of legal secretarial and administrative duties in the District Attorney's Office; provides general information and assistance to county staff and the public; provides basic word processing and data entry support.

DISTINGUISHING CHARACTERISTICS

This is an entry level position in the Legal Assistant series. The incumbent exercises limited technical and functional authority and works under close direction and guidance of more experienced staff and the District Attorney or his/her designee. Incumbents may advance to the Legal Assistant II classification after gaining experience, demonstrating proficiency, and meeting qualifications for the higher level class.

EXAMPLES OF ESSENTIAL FUNCTIONS

The duties listed below are examples of the work typically performed by an employee in this position. Performance of these functions is the reason the job exists. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Performs a variety of confidential legal office support work which may require the exercise of independent judgement, application of technical skills and knowledge of detailed or specialized activities related to the District Attorney's Office.
2. As directed, drafts and processes a variety of legal documents such as agreements, contracts, warrants, memoranda, reports, transcripts, complaints, law enforcement reports, search and arrest warrants, affidavits, declarations, pleadings, briefs, motions, jury instructions, ordinances, resolutions, notices, contracts, deeds, agreements, and other documents from rough-draft, verbal instructions, stenographic notes, transcribing machine recordings, or brief notes using various software applications; composes routine letters and reports as assigned.
3. Answers telephones and emails; addresses customers who arrive at the office; provides routine customer service; prepares memos, forms, reports, spreadsheets, and other correspondence; enters data and information into computer systems and databases; maintains and researches records, compiles data, and disseminates information; runs errands.
4. As directed, initiates specified correspondence independently for signature by appropriate staff; reviews finished materials for completeness, accuracy, formatting, compliance with policies and procedures, and appropriate English language; types drafts and a wide variety of draft and finished documents, including both general and legal-related correspondence and documents.

5. Calendars and schedules court dates, meetings and appointments for attorneys; files or arranges for the filing of paperwork with the court.
6. Assists with the maintenance of record keeping systems including logs, calendars, chronological records, forms, and reports to ensure accuracy and easy retrieval of information; Performs follow-up on projects, transmits information, stays informed of pertinent activities, and schedules and arranges meetings.
7. Researches and compiles information needed for meetings, reports, and information requests by citizens, agencies, and other entities.
8. Receives, records, and deposits bills, fees; processes and maintains work orders, billings, invoices, and service requests; retrieves and enters data and prepares periodic and special reports; creates routine and customized reports, tracking systems, spreadsheets, and databases.
9. Assists the development of analytical studies; reviews reports, findings, alternatives, and recommendations; directs the maintenance of accurate records and files; prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other written materials.
10. Maintains required certifications and licenses; attends and participates in professional group sessions; engages in continuous education, training, and other professional development; stays abreast on new trends and innovations related to the field.
11. Consistently demonstrates positive attitude and progressive actions through the display of professionalism, courtesy, tact, punctuality, attendance, and discretion in all interactions with coworkers, supervisors, and the public; use common sense discretion with no supervision; remain safe, socially moral, lawful, effective, adaptive, and efficient.

QUALIFICATIONS

Knowledge of

- Applicable Nevada Revised Statutes (NRS) and Nevada Administrative Codes (NAC), federal regulations, Storey County codes and policies
- Legal procedures and practices involved in drafting, processing, and filing a variety of legal documents
- Legal office terminology, processes, procedures, and the format for legal documents.
- Record keeping principles and practices.
- Legal, ethical, and professional rules of conduct for public sector employees.
- Correct English usage including spelling, grammar, and punctuation.

Ability to

- Prepare complex technical reports; communicate findings clearly orally and in writing.
- Make accurate arithmetic calculations.
- Draft pleadings and other legal documents from stenographic notes, brief instructions, dictated recordings, and printed information.
- Using applicable legal office terminology, forms, documents, and procedures in the course of the work.

- Work effectively under the pressure of deadlines, conflicting demands, and emergencies; use and apply common sense discretion.
- Operate basic modern office equipment including, but not limited to, telephones, fax machines, and copiers; personal computer programs including Microsoft Windows and Office, Tyler InCode, and OnBase; automated financial management systems; and other applicable programs and software; type accurately at a rate sufficient to perform assigned duties.
- Demonstrates positive attitude and progressive actions through the display of professionalism, courtesy, tact, punctuality, attendance, and discretion in all interactions with coworkers, supervisors, and the public; use common sense discretion with no supervision; remain safe, socially moral, lawful, effective, adaptive, and efficient.
- Continue education and training and remain current on latest policies and practices and required certifications.

LICENSING, EDUCATION & OTHER REQUIREMENTS

- Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:
- High school diploma or equivalent education.
- At least 1 year of professional legal secretarial experience.
- Paralegal certification may be preferred.
- Associate's Degree or equivalent from an accredited college or university with emphasis in legal studies or related field may be preferred.
- Must possess and maintain a valid Nevada Class C Driver License.
- Must successfully pass a criminal background investigation.
- Military experience applicable to the duties of the position may be preferred.

PHYSICAL REQUIREMENTS & WORKING ENVIRONMENT

The conditions and requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- **Physical Requirements.** Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone. Light lifting (up to 25 pounds) is occasionally required. *In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.*
- **Working Environment.** Work is performed under the following conditions: position functions indoors in an office type environment where most work is performed at a desk.

Position may occasionally be required to travel by motor vehicle or deliver materials to on- and off-site locations. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Effective the 16th day of September, 2020

Upon approval the above language shall be amended into the Agreement between Storey County Government and Storey County Employee’s Association AFSCME Comstock Chapter dated July 1, 2019 – June 30, 2022.

Storey County Government




Austin Osborne
County Manager



Jen Chapman
Administrative Officer

Storey County Employees’ Association



Tobi Whitten
AFSCME Comstock Chapter President

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Effective the 14th day of September, 2020

Upon approval the above language shall be amended into the Agreement between Storey County Government and Storey County Employee's Association AFSCME Comstock Chapter dated July 1, 2019 – June 30, 2022.

Storey County Government

Storey County Employees' Association

Austin Osborne
County Manager

Tobi Whitten
AFSCME Comstock Chapter President


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