

## **LINN COUNTY CLASSIFICATION**

**TITLE: COUNTY ATTORNEY LEGAL ADMINISTRATIVE ASSISTANT**  
**NUMBER: 616** **APPROVAL ORDER**  
**PAY RANGE: 10** **NUMBER: 2009-448**  
**CATEGORY: MANAGEMENT/EXEMPT** **DATE: November 10, 2009**

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 and 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 to 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, 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. Provide 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 a receptionist for the office and respond to inquiries from public, attorneys, or county offices or refer the inquiry to the appropriate person or agency.

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 with 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 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: compile Legal Service Requests files, clean files of duplicate items and organize, scan files, check scanned files for accuracy and completeness, ensure all scanned files are properly backed up, and 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 description 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.

**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 and to use initiative and judgement to carry out responsibilities with only general guidance, to perform recurring duties without specific direction and to complete new tasks with minimal supervision; 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 degree, or a non-equivalent associate 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 input information and data into a computer format and to operate various office equipment and phones and engage in oral conversation and presentations. May, if directed and able, be required to lift or move thirty (30) pound objects such as boxes. 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.