



WORKING TITLE: LEGAL ASSISTANT	CLASSIFICATION: LEGAL ASSISTANT
DEPARTMENT: COUNTY COUNSEL	DIVISION: VARIES
PAY RANGE: NBYCM 14	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8820
PPE: PER WORK LOCATION	REVISION DATE: APRIL 2019

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs complex, highly responsible, and specialized support duties involving legal matters and legal terminology, including but not limited to, judicial processes, procurement, land use, contract management, local government law, ordinances, real property, union relations, and labor and employment law. Requires exercise of moderate use of independent discretion and judgement. Provides office support and administrative assistance for county legal department. Work may include administrative assistance of a secretarial nature in highly sensitive, confidential or privileged matters. The position is distinguished from other clerical positions by the degree of legal specialization and technical considerations.

SUPERVISION RECEIVED:

Works under the general supervision of the County Counsel; may also take direction on specific tasks or projects from Senior County Counsel or Assistant County Counsel. Work is performed with considerable independent judgment.

SUPERVISION EXERCISED:

No supervision is expected of this position

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Participates in work of the department: requires some familiarity with Oregon Revised Statutes and Oregon Administrative Rules.
- Reviews and routes all court documents, mail, other notices to appropriate attorney.
- Provides attorney with all necessary information as required. ; prepares physical files, and files legal documents with the court.
- Maintains permanent file system; files appropriate legal documents in office files on a daily basis.
- Responsible for File Preparation and File Return
- Completes daily filing as required.
- Returns closed files to appropriate location.
- Retrieve records from office archives, other county offices as needed. Occasional travel to other offices to drop off/pick up documents.

- Assists with preparation of documents as needed including legal documents, letters, notices, pleadings, warrants, deeds, affidavits, subpoenas, various motion/orders, etc.
- Coordinates monthly expenses, travel requests, trainings, payment of association dues and other payments or billings and may coordinate some attorney scheduling.
- May perform some basic legal research, draft legal documents for review by County Counsel Office attorneys.
- Participates in and provides assistance to County Counsel's Office with union relations, negotiations and collective bargaining agreements.
- Operates general phone system, receives and routes phone calls
- Data processing, input and related research
- Completes other duties as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- Legal principles, practices, and terminology relative to specific functions of the job.
- Administrative and general office procedures including English composition, spelling and grammar.

SKILL IN:

- Organizing materials and documents.
- Developing and maintaining appropriate, relevant professional relationships.
- Effectively communicating, both orally and in writing.

ABILITY TO:

- Respond to general and specific questions regarding the County Counsel's Office including the ability to accurately provide information in reference to particular matters and refer to appropriate county departments.
- Interact effectively, professionally, and courteously with the public and co-workers under stressful conditions.
- Maintain confidentiality as required.
- Write concisely and perform administrative tasks, including documenting via electronic systems.
- Analyze documents, summarize, and prepare reports.
- Operate in the Microsoft Windows environment, inclusive of using Excel, database management and record keeping programs.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Associate's degree and two years' experience in a related field OR three years' experience at a level equivalent to a Senior Office Specialist; any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for above. Experience in a Legal Office is preferred.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment, and uses a computer, telephone, and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Frequent interruptions may be encountered throughout the workday.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds.

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.