

Wells County, North Dakota

Wells County Courthouse *Office of States Attorney*

700 Railway ST N #325
Fessenden, ND 58438
(701) 547-3885

Job Description

Job Title: State's Attorney Legal Assistant	Job Status: Full-Time
Department: State's Attorney	FLSA Status: Non-Exempt
Reports To: State's Attorney	Effective Date: October 2019

❖ Nature of Work:

The State's Attorney's Legal Assistant assists the State's Attorney in performing responsible legal clerical duties under the direct supervision of the State's Attorney.

❖ Essential Functions of Work:

- Provide legal assistant duties for office operation including processing incoming phone calls and agency mail; maintain office supplies, equipment, forms and promotional materials.
- Provide legal assistant duties including legal research, preparation of complaints and legal documents, correspondence, reports and forms to provide to law enforcement and to serve upon attorneys and file with the court.
- Purchase supplies and equipment, and maintain inventory records.
- Record management duties to include: create, open, organize, and maintain office files - electronic and hard copy; maintain records retention schedule; calendars of appointments, hearings, and trials.
- Prepare and organize documents, photographs, videos, and binders for hearings and trials.
- Perform other duties with similar skill, responsibilities and work conditions, pertaining to the Office of State's attorney, as required or assigned by the State's Attorney.

❖ Requirements of Work:

- Ability to use and understand a personal computer, with knowledge of word processing and spreadsheet packages.
- Excellent prioritization, time management, and organizational skills.
- Assist with legal research and preparation of drafts of complaints.
- Contacting witnesses by telephone, email, mail, and subpoenas.
- Opening, maintaining, and filing files.
- Maintaining calendars.
- Serving and filing copies of legal documents on appropriate parties, and with the court.
- Ability to establish, display, and maintain interpersonal skills for effective working relationships with co-workers, supervisors, and the general public. Utilize appropriate telephone etiquette, demonstrate appropriate written and verbal communication skills, and demonstrate ability to perform standard office tasks and operate standard office equipment.

- Substantial knowledge of office procedures, practices, methods and equipment and software.
- Requires a high degree of confidentiality and a high degree of communication skills to deal with employees, law enforcement, juvenile courts, district courts, clerks, defendants, attorneys, and the general public.
- Ability to perform light physical work and to carry up to 20 pounds; the ability to stand, walk, sit, bend, twist, kneel, and reach; the possession of hand/eye coordination sufficient to operate a personal computer and traditional office equipment; ability to talk and hear in person or by telephone; and the ability to see and read instructions and reports.

❖ **Desired Minimum Training and Experience :**

- High school diploma or general equivalency diploma. Preferences given to persons with office experience, especially legal office, and/or criminal law, and/or criminal justice experience.
- Preference given to typing ability of 60 words per minute
- Advanced computer skills and the ability to prepare letters, legal documents, reports, data entry, and other correspondence and forms. Preference will be given to for knowledge and skills with computer systems including Microsoft Office, Word, Excel, Outlook, Powerpoint, Odyssey, CJIS, and Justware.
- Ability to work independently.
- Successful completion of interview process, reference checks, background, criminal, and driver's license checks to determine knowledge, skills, and abilities to maintain confidentiality, organization, and to perform legal assistant duties and responsibilities.

❖ **OTHER SKILLS AND ABILITIES:**

- Ability to work on a time line basis, concentrating on three or more functions at one time, prioritizing daily needs, define problems, and be resourceful.
- Ability to maintain strict confidentiality.

❖ **Clarification Clause**

This job description is not intended and should not be construed to be a complete list of all skills, duties, responsibilities, or working conditions associated with the job. It is intended to be a reasonable outline of those principle job elements essential in maintaining State's Attorney Legal Assistant related positions. The job description does not constitute an employment contract or an employment agreement. The employment is an employee "at will" under ND law and may be hired or fired at the discretion of the State's Attorney. Employee is expected to read and follow the Wells County Employee Policy Manual. The County reserves the right to modify job descriptions at any time.

Wells 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.