

## JOB OPENING

The Office of the Prosecuting Attorney of Fremont County, Idaho, is seeking a Full Time Legal Assistant for 40 hours per week. A complete job description is available at [www.co.fremont.id.us](http://www.co.fremont.id.us). A background check is required. A completed Fremont County Job Application is required and can be obtained at [www.co.fremont.id.us](http://www.co.fremont.id.us) or the Fremont County Clerk's office. Veteran's preference applies. All applicants must complete a typing skills test at the Idaho Dept, of Commerce and Labor and submit with application. Applications must be returned to the Fremont County Clerk's office. **Job is open until filled.** The pay for this position starts at \$16.40 per hour. For more information on duties and qualifications, please contact the Fremont County Prosecuting Attorney's Office at 624-4418.

# Fremont County

## JOB DESCRIPTION

Job Title: LEGAL ASSISTANT  
Reports To: Prosecuting Attorney

Grade: 7  
Updated: October 15, 2019

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### Job Summary

Employees in this job assist the Prosecuting Attorneys in receiving complaints and/or police reports; compiling, analyzing, and organizing information; scheduling meetings, preparing and filing legal documents; and assisting in the preparation and notetaking of trials. The work requires a knowledge of legal, secretarial, interpersonal skills, and office practices.

### Duties and Responsibilities

- Ability to establish, organize, and maintain case files; locate and develop case related information; monitor multiple calendars; meet deadlines; document actions; and recall case status.
- Maintain contact with the people involved in cases; schedule meetings and depositions; prepare and forward complaints, summons, subpoenas, etc.; prepare and file discovery requests and responses; and other miscellaneous duties.
- Enhance trial proceedings by organizing evidence; preparing exhibits, jury instructions, and witness lists; schedule witnesses; ensuring witnesses are ready when needed; and taking courtroom notes.
- Answer and direct phone calls; maintain contact lists; and monitor deadlines.
- Assist Victim Coordinator as needed.
- Confidentiality.
- Be on call 24 hours a day to create necessary criminal paperwork.
- Perform other duties and/or assignments as needed.

### Skills and Qualifications:

- Reporting skills; researching skills; legal administration skills; litigation experience; client relationships; organization; planning; attention to detail; confidentiality; and dependability.
- Familiarity with law, legal procedures and protocol, and the court system.
- Satisfactory knowledge of day-to-day operations of a legal office.
- Computer and office machine literacy.
- Excellent secretarial and organizational skills.
- Ability to juggle multiple activities and work under pressure.
- Order needed office supplies.
- Serve as a Notary Public.
- Minor janitorial duties including emptying trash, vacuum, dust, etc.

### Essential Qualifications

- Sitting with intermittent moving in an office environment, lifting of office supplies (e.g., binders, etc.)
  - Manual dexterity to perform office functions (e.g., typing, filing, collating, operating office machines, 10-key, etc.)
  - Repetitive motion (typing) required 50% of workday.
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- Word-processing.
  - 45 words per minute typing.
  - Public relations skills.
  - Notary Public.
  - Available for night work.
  - Basic understanding of accounting practices and procedures.
  - Must be able to perform essential duties with or without reasonable accommodation efficiently, accurately, and without causing a direct safety threat to the person or others.
  - Lifting (occasionally 50 pounds), climbing, stooping, reaching, and walking.
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