



# ADA COUNTY HUMAN RESOURCES

## LEGAL ASSISTANT I – (CRIMINAL) PART-TIME *PROSECUTING ATTORNEY*

**HIRING WAGE:** \$20.00/hr

**STATUS:** Part -Time, No Benefits

**CLOSING DATE:** Until Filled

**APPLICATION MATERIALS:** Apply online at [adacounty.id.gov/jobs](http://adacounty.id.gov/jobs)

### GENERAL SUMMARY

Performs administrative and technical work supporting multiple attorneys or judges.

### ESSENTIAL FUNCTIONS

- Types and formats legal documents, including correspondence, opinions/findings, pleadings and discoveries;
- Proofreads material for accuracy, completeness and punctuation;
- Schedules hearings, meetings, and appointments;
- Manages calendaring system, creates ticklers for case files and workload projects, and pulls appropriate files;
- Keeps calendars for court appearances, deadline attentions, interviews and appointments;
- Researches files for information;
- Requests all documents and media specific to each case for discovery;
- Works with extremely confidential and sensitive documents and media;
- Redacts sensitive information for purposes of safety and identity theft;
- Maintains reference files and associated logs;
- Sorts, files and indexes documents and materials;
- Answers written and verbal inquiries for routine information.
- Enters required data from cases into a computer database.

### ADDITIONAL FUNCTIONS

- Receives, records and transmits telephone calls to appropriate parties;
- Greets and directs guests and visitors to appropriate offices, locations or staff members;
- Answers written and oral inquiries for routine information and handles them independently;
- Performs other duties as assigned.

### JOB REQUIREMENTS

- High school diploma or equivalent;
- Minimum of two years legal experience and/or education;
- Minimum typing proficiency of 60 words per minute;
- Knowledge of Criminal Rule 16 preferred (for Criminal Division) or Civil Rules (for Civil Division);
- Knowledge of English grammar, spelling, punctuation, and arithmetic;
- Knowledge of modern office equipment, practices and procedures;
- Knowledge of legal terminology and legal forms, methods and procedures preferred;
- Skill in the operation of a personal computer.

### WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is performed primarily in an office environment and the employee in this class is subject to inside environmental conditions;

- May be required to lift up to 25 pounds;
- Requires sufficient personal mobility and physical reflexes, which permits the employee to function in a general office environment to accomplish tasks;
- This position is subject to large workloads and stressful situations regularly.

## **DISCLAIMER**

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To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice. Ada County provides Veteran's Preference for all County jobs except for those deemed "key positions" in accordance with Title 65, Chapter 5 of Idaho Code.

## **NOTE**

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*Ada County reserves the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities. The hiring pay range may be appropriately adjusted based upon current and/or prior applicable Ada County employment experience.*

*\* If you need reasonable accommodation to participate in and/or complete the county's application process, please contact Human Resources at the phone number or address listed hereon. (TDD call 287-7979)*

**Ada County Human Resources | 200 W. Front Street, 2<sup>nd</sup> Floor, Boise, ID 83702**

**Office: 208-287-7123 Fax: 208-287-6999**

**[adacounty.id.gov](http://adacounty.id.gov)**