



JOB DESCRIPTION

TITLE: Legal Assistant

REVISED: 6/2019

GENERAL PURPOSE: Provides administrative support to the Natrona County Attorney's Office.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs a variety of legal secretarial and clerical functions including conducting research, preparing legal correspondence and documentation, scheduling, and calendaring.
- Prepares contracts, legal pleadings, affidavits, and resolutions among other documents.
- Schedules, prepares, copies, faxes, files, and serves involuntary hospitalization hearing paperwork.
- Processes bonds, wage claims, and departmental billing; performs general accounting duties.
- Assists in office maintenance and ordering office supplies.
- Files and maintains County Attorney's Office correspondence, records, and documentation.
- Document management and file management, both physical and electronic for all legal matters; tracking dates and deadlines and delivering copies of all new contracts; copying and scanning necessary.
- Answers incoming calls, responds to inquiries, and provides assistance to the public.
- Manages legal calendar including dates and deadlines for contract review and negotiations and litigation dates and deadlines.
- Tracking, managing and keeping up to date all legal resources both electronic and hard copies.
- Maintains a current list of legal disputes, claims, arbitrations, lawsuits
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent, and five years legal secretarial experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid Wyoming Driver's License.
- Paralegal certification preferred.

Required Knowledge of:

- Legal documentation, forms, and terminology.

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- Standards for preparing and maintaining legal documentation.
- Methods for conducting legal research.

Required Knowledge of (continued):

- Court procedures and regulations, codes, and statutes governing departmental activities.
- Basic accounting principles and practices.
- General office practices and standard computer software applications.

Required Skill in:

- Coordinating and performing a variety of legal secretarial functions.
- Providing administrative support to the County Attorney's Office.
- Preparing and maintaining legal documentation and departmental records.
- Scheduling and preparing paperwork for involuntary hospitalization hearings.
- Responding to inquiries and providing assistance to the public.
- Establishing and maintaining effective working relationships with others.

Physical Requirements:

- Ability to effectively operate standard office equipment.
- Position typically requires sitting for long periods of time.
- Position requires walking for periods of time.
- Position typically requires stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting of typically no more than 15 pounds, and grasping.
- Position requires the ability to talk, hear, see and conduct repetitive actions.