



## CLASS SPECIFICATION

**Class Title:** County Attorney Assistant Office Manager  
**Department:** County Attorney  
**FLSA:** Non-exempt

**Class Code:** 1157  
**Grade:** 19  
**Eff. Date:** 4/15/05  
**Revised:** 2/2/18

### GENERAL PURPOSE

Under general supervision of an administrative authority, performs technical legal duties in preparation for court cases, records and reports. Performs complex secretarial and routine administrative duties requiring independent action and judgment. Assists with supervisory responsibilities and manages the office in the absence of the Office Manager.

### EXAMPLE OF DUTIES

Performs all duties and responsibilities required of a Legal Technician (refer to the Legal Technician Class Specification for a complete description).

Trains newly hired support staff regarding office and court policies and procedures, including preparation of legal documents and correspondence and use of specialized computer programs. Assists with interviewing applicants for support staff positions and making hiring recommendations. Facilitates employees' compliance with office and/or County policies and informs Office Manager of problems that arise. Makes recommendations to Office Manager for changes in workload assignments and training needs of support staff; assists in preparation of training sessions and materials.

Assists legal secretaries, attorneys and police agencies with technical and procedural questions.

Supervises and manages the rotation and destruction of adjudicated files according to the mandates of the Government Records Access and Management Act (GRAMA). Responsible for office filing system, ensuring that files are reorganized and moved appropriately to provide for future growth and storage.

Provides backup support for State-wide prosecution database system. Assists in implementing and training on new technology. Composes and creates document templates including encoding data fields for document creation.

Assists and serves as back-up to legal secretaries who are required to accompany prosecutors to courtroom at least once each week for the purpose of accurately updating the database system as to events/activities occurring on cases on the court's Law and Motion and/or Central Arraignment calendars. Assists prosecutors with questions that arise regarding other cases, booking information, warrants, etc.

Independently composes and types legal correspondence, documents and reports including Informations, summons, subpoenas, search warrants, investigative subpoenas, interrogatories, notices, etc., requiring independence of judgment as to content, accuracy and completeness; follows paperwork and cases through to completion. Works with confidential and sensitive matters such as information contained in complaints or lawsuits against the County or County employees or information contained in pending contracts.

Independently reviews civil and criminal files and determines necessary action; runs criminal history checks on BCI computer; researches facts related to criminal or civil case; determines necessary

witnesses and/or evidence; interviews witnesses in preparation for trial. Prepares legal briefs in accordance with State appellate court rules and procedures.

Processes and monitors civil forfeiture actions for vehicles, cash and property seized pursuant to drug arrests.

Independently prepares probation violation hearings including determination and interview of necessary witnesses.

Works closely with Office Manager and supports office policies. Assists in implementation of new technology and adaptation to office and court requirements. Responds to technical questions and complaints; resolves problems. Operates computer hardware and software and other modern office equipment.

Performs related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **1. Education and Experience:**

Graduation from high school and one (1) year of college level course work in secretarial training plus seven (7) years of full-time progressively responsible experience as legal secretary, two (2) years of which must have been as a Legal Technician in a prosecutor or District Attorney office; or an acceptable combination of education and experience.

#### **2. Special Qualifications:**

Must pass a criminal history background investigation.

Must be certified to access records through the Utah Criminal Justice Information System (UCJIS).

Must possess a Utah Prosecutorial Assistants Association certification.

Must be bondable.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

#### **3. Necessary Knowledge, Skills and Abilities:**

**Knowledge of:** modern office practices; proper grammar, spelling, and punctuation, legal terminology and procedures. Considerable knowledge of: organization and jurisdictional requirements of the court system in Utah; proper format for documents in Davis County and other jurisdictions; protocol to follow in filing documents and obtaining judges' signatures; steps involved in investigation and filing of criminal charges; court practices and procedures.



## CLASS SPECIFICATION

**Skill in:** typing at 50 wpm (net); operating modern office equipment including (but not limited to) a multi-line telephone, fax machines and copiers; proficiently operating computer hardware, applicable software and database programs; professional telephone etiquette and assisting callers.

**Ability to:** exercise initiative and sound judgment and react resourcefully under varying conditions; maintain accurate records, and strict confidentiality of information and records; properly compose and prepare legal documents; assign and supervise the work of others; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, other employees, the courts, law enforcement agencies, other state and local agencies, victims/witnesses, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***