

Secretary/Legal Assistant

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| Date Posted: | September 16, 2020 |
| Department: | Attorney |
| Compensation: | \$18.79 per hour |
| Hours | Full Time |
| Deadline: | Friday, October 2, 2020 at 4:30pm |

A background check will be done on all finalists who apply for this position.

Job Summary:

The Legal Secretary/Legal Assistant is responsible for assisting the County Attorney or Assistant County Attorney(s) and providing the administrative and secretarial functions that support the efficient operation of the County Attorney's Office.

Essential Functions:

60% of Job Duties

Drafts and/or types a wide variety of confidential documents incident to the function of the County Attorney/Assistant County Attorney, subject to his/her review.

15% of Job Duties

Gathers investigates information and develops and organizes the file to facilitate the presentation of evidence for pending cases and monitors the status of prosecutions and other proceedings pending for the attorneys.

15% of Job Duties

Assists the attorney during the course of trials or other proceedings in which he/she is involved by scheduling witnesses, procuring evidence, communicating with victims, etc.

10% of Job Duties

Communicates by telephone, mail or in person on behalf of the County Attorney's Office. Acts as receptionist, providing information and assistance to the public; screening telephone calls and requests for information; routing calls to appropriate staff member, department or agency. Performs miscellaneous duties as needed.

Minimum Qualifications:

- High school plus two years
- 2 years experience
- Verbal 7 written communication skills

Physical Demand:

In a typical 8 hour work day, this person sits 5½ hours, stands 1½ hours and walks 1 hour. Some special physical demands include:

- Occasional carrying and lifting of up to 10 pounds.

- Rare carrying of up to 50 pounds.
- Occasional lifting of up to 50 pounds.
- Frequent need for verbal and written communication ability.
- Frequent need to hear normal conversation, see with near acuity, full field of vision, distinguishing colors and depth perception.
- Repetitive manipulating with both hands in typewriter and computer keyboarding.
- Occasional need to bend/stoop, reach above shoulder level and push/pull.
- Repetitive use of hands at waist, chest, shoulder and over head height.
- Occasional use of hands at chest, shoulders, and overhead height.

Working Conditions

This position requires the ability to be flexible and to adapt to varying situations. This position is subject to frequent interruptions. This position commonly deals with irate individuals of both the general population and criminal element.

Benefits:

This position will receive the following benefits:

- Insurance (Health, Dental, Life)
- Paid Time Off (PTO)
- Holiday Pay
- Pension
- Voluntary Retirement Plans

Salary

\$18.79 per hour (Non-union position)

Hours of Work

This position will work 40 hours per week. Schedule may vary according to office needs. Office hours are 8:00am to 4:30pm

Pension

Minnesota Public Employee Retirement Association. Contribution rates are 6.5% by employee, 7.5% by employer.

INSURANCE

Coverage becomes effective the first of month following 45 days from hire date. We currently offer 3 health plans. Cost is per month:

| | Single Coverage | Family Coverage |
|-------------------|-----------------|-----------------|
| \$250 Deductible | \$50.22 | \$952.72 |
| \$750 Deductible | \$0 | \$735.44 |
| \$2000 Deductible | \$0 | \$306.28 |

The County also contributes an HRA plan for each employee. Amount of contribution: \$1,272.00 yearly.

Dental insurance provider is Health Partners. It is a \$50 deductible with a \$1,000 annual maximum. Current rates:

Single: \$38.93

Single plus one: \$70.02

Family: \$114.82

Life insurance provider is Sun Life Financial. County pays for a \$10,000 policy.