

Storey County Job Description
Legal Assistant Lead Senior

Class Title: Legal Assistant Lead Senior
FLSA Status: Non-Exempt
Represented Status: Represented
Created: 08/20/2020
Last Revised:

JOB SUMMARY

Under general direction of the District Attorney in a supervisory capacity, performs the complete range of legal secretarial and clerical duties and functions of the District Attorney's Office. This position directly assists with the overall operation of the office and office staff. An incumbent provides complex administrative support to a variety of internal and external stakeholders; oversees special projects; gathers detailed information and/or program related reports and statistics; and performs all legal secretarial duties.

DISTINGUISHING CHARACTERISTICS

This is a supervisory-level position with a high degree of independent judgement and authority, confidentiality, efficacy, and latitude in interpreting and applying broad policies and regulations. The position includes proven ability to take on added responsibility, work independently, rapidly prioritize and execute multiple tasks, and meet demanding deadlines and work requirements.

EXAMPLES OF ESSENTIAL FUNCTIONS

The duties listed below are examples of the work typically performed by an employee in this position. Performance of these functions is the reason the job exists. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.

1. Performs difficult and specialized confidential legal office support work which may require the exercise of independent judgement, application of technical skills and knowledge of detailed or specialized activities related to the District Attorney's Office.
2. Drafts and processes a variety of legal documents including agreements, contracts, warrants, memoranda, reports, transcripts, complaints, law enforcement reports, search and arrest warrants, affidavits, declarations, pleadings, briefs, motions, jury instructions, ordinances, resolutions, notices, contracts, deeds, agreements, and other documents from rough-draft, verbal instructions, stenographic notes, transcribing machine recordings, or brief notes using various software applications; composes routine letters and reports as assigned.
3. Manages and supervises the fiscal operations of the department including grants and departmental bank accounts; oversees the maintenance of financial records and preparation of financial reports; monitors and may approve payroll transactions.
4. Plans, prioritizes, assigns, supervises and reviews the work of staff responsible for providing legal secretarial and related support services and activities.
5. Provides and coordinates staff training in work methods, duties, techniques and use of office equipment.

6. Participates in the administration of the assigned budget; prepares and submits orders for supplies and materials; monitors expenditures; processes billings and invoices; administers contracts with service providers and with vendors for the purchase of equipment and supplies and service providers, ensures compliance with County regulations and policies.
7. As directed, conducts performance evaluations for assigned staff; coaches and mentors assigned staff; works with employees to correct deficiencies.
8. Develops specific goals and plans to prioritize, organize, and accomplish work; meets deadlines.
9. Plans, organizes and manages special programs or projects within the District Attorney's office; communicates with stakeholders; monitors and evaluates program effectiveness; submits periodic reports to the District Attorney.
10. Establishes and maintains a complete set of record keeping systems including logs, calendars, chronological records, forms, and reports to ensure accuracy and easy retrieval of information; maintains and updates files.
11. Initiates specified correspondence independently for signature by appropriate staff; reviews finished materials for completeness, accuracy, formatting, compliance with policies and procedures, and appropriate English language; types a wide variety of draft and finished documents, including both general and legal-related correspondence and documents.
12. Performs the more complex legal secretarial support activities related to the coordination and processing of legal cases; researches and compiles a variety of informational materials.
13. Performs follow-up on projects, transmits information, stays informed of pertinent activities, and schedules and arranges meetings.
14. Develops analytical studies; reviews reports, findings, alternatives, and recommendations; directs the maintenance of accurate records and files; prepares and directs the preparation of a variety of written correspondence, reports, procedures, and other written materials.
15. Calendars and schedules court dates, meetings and appointments for attorneys; files or arranges for the filing of paperwork with the court.
16. Answers telephones and emails; addresses customers who arrive at the office; provides routine customer service; prepares memos, forms, reports, spreadsheets, and other correspondence; enters data and information into computer systems and databases; maintains and researches records, compiles data, and disseminates information; runs errands.
17. Maintains required certifications and licenses; attends and participates in professional group sessions; engages in continuous education, training, and other professional development; stays abreast on new trends and innovations related to the field.
18. Consistently demonstrates positive attitude and progressive actions through the display of professionalism, courtesy, tact, punctuality, attendance, and discretion in all interactions with coworkers, supervisors, and the public; use common sense discretion with no supervision; remain safe, socially moral, lawful, effective, adaptive, and efficient.
19. Serves as a supervisor for office staff.

QUALIFICATIONS

Knowledge of

- Applicable Nevada Revised Statutes (NRS) and Nevada Administrative Codes (NAC), federal regulations, Storey County codes and policies
- Legal procedures and practices involved in drafting, processing, and filing a variety of legal documents.
- Principles of supervision, training and performance evaluation.
- Operations, services and activities of a comprehensive legal secretarial program.
- Legal office terminology, processes, procedures, and the format for legal documents.
- Record keeping principles and practices.
- Fundamental principles of supervision and leadership.
- Legal, ethical, and professional rules of conduct for public sector employees.
- Correct English usage including spelling, grammar, and punctuation.

Ability to

- Prepare complex technical reports; communicate findings clearly orally and in writing.
- Make accurate arithmetic calculations.
- Draft pleadings and other legal documents from stenographic notes, brief instructions, dictated recordings, and printed information.
- Provide varied and responsible legal secretarial and office administrative assistance to one or more attorneys and associated staff.
- Use applicable legal office terminology, forms, documents, and procedures in the course of the work.
- Work effectively under the pressure of deadlines, conflicting demands, and emergencies; use and apply common sense discretion.
- Operate basic modern office equipment including, but not limited to, telephones, fax machines, and copiers; personal computer programs including Microsoft Windows and Office, Tyler InCode or Hyland OnBase systems; automated financial management systems; and other applicable programs and software; type accurately at a rate sufficient to perform assigned duties.
- Work effectively with coworkers, elected and appointed officials and bodies, and the public; gain cooperation through discussion and persuasion.
- Demonstrate positive attitude and progressive actions through the display of professionalism, courtesy, tact, punctuality, attendance, and discretion in all interactions with coworkers, supervisors, and the public; use common sense discretion with no supervision; remain safe, socially moral, lawful, effective, adaptive, and efficient
- Lead other staff in a supportive, positive, and effective manner.
- Remain safe, socially moral, lawful, adaptive, and efficient.
- Continue education and training and remain current on latest policies and practices and required certifications.

LICENSING, EDUCATION & OTHER REQUIREMENTS

1. Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

- High school diploma or equivalent education; and
- Associate's Degree or equivalent education from an accredited college or university with a majority of coursework in legal studies; and
- At least 5 years of progressively responsible experience in the legal secretarial field; and
- At least 1 year of management or administration experience; or
- A combination of experience and education necessary to fulfill the duties and responsibilities of the position.

2. The following certifications are required and must be maintained:

- Paralegal certification within 12 months of hire.
- County authorized Management Skills program or certification within 12 months of hire.

3. Must possess and maintain a valid Nevada Class C Driver License.

4. Must successfully pass a criminal background investigation.

5. Military experience applicable to the duties of the position may be preferred.

PHYSICAL REQUIREMENTS & WORKING ENVIRONMENT

The conditions and requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- **Physical Requirements.** Strength, dexterity, coordination, and vision to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to communicate via telephone. Light lifting (up to 25 pounds) is occasionally required. *In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.*
- **Working Environment.** Work is performed under the following conditions: position functions indoors in an office type environment where most work is performed at a desk. Position may occasionally be required to travel by motor vehicle or deliver materials to on- and off-site locations. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

Effective the 16th day of September, 2020

Upon approval the above language shall be amended into the Agreement between Storey County Government and Storey County Employee's Association AFSCME Comstock Chapter dated July 1, 2019– June 30, 2022.

Storey County Government



Austin Osborne
County Manager



Jen Chapman
Administrative Officer

Storey County Employees' Association



Tobi Whitten
AFSCME Comstock Chapter President

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Effective the 14th day of September, 2020

Upon approval the above language shall be amended into the Agreement between Storey County Government and Storey County Employee's Association AFSCME Comstock Chapter dated July 1, 2019– June 30, 2022.

Storey County Government

Storey County Employees' Association

Austin Osborne
County Manager

Tobi Whitten
AFSCME Comstock Chapter President



Jen Chapman
Administrative Officer

