



JOB DESCRIPTION

Prosecutorial Assistant /Office Manager	FLSA: Non- Exempt
Department: Attorney	Salary: \$38,172 - \$57,258
Effective Date: 01/01/2023	
Revision Date: 10/06/2023	

General Purpose:

This position will perform a variety of complex, legal secretarial duties designed to expedite the case preparation and legal services provided through the Office of the County Attorney. Variety of work includes general clerical, secretarial, and paralegal type duties. Paralegal status is not a requirement.

Supervision Received:

Works under the general supervision of the County Attorney and provides support to the Deputy County Attorney(s)

Examples of Duties:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees of this job. Employees may be requested to perform job related tasks other than those specifically presented in this description.

- Performs various secretarial tasks, support function, and limited legal research for the legal staff of the office of the Prosecuting Attorney
- Sets up and processes a variety of legal documents, scans documents into electronic storage system
- Prepares various motion, court orders and other legal documents
- Provides professional customer service to visitors, judges, attorneys, and the public
- Prepares summons and subpoenas for witnesses for pretrial and trial
- Receives, processes, and transports office mail to the Post Office.

- Enters payment in the mail log and performs court rounds to deliver orders, documents to County Clerk, Judges, and staff
- Coordinates court calendar, police officers and attorneys
- Performs duties with local law enforcement
- Performs related work as required

Minimum Qualifications:

- Graduation from a standard senior high school or equivalent; AND
- 2 years' office experience or training; OR
- Equivalent combination of education and experience
- Must be at least 18 years of age.

Competencies for Successful Performance of Job Duties:

Knowledge of:

- English grammar, spelling, and punctuation
- Legal terminology and court procedures
- Principles and practices of basic bookkeeping
- Modern office procedures, methods, and computer equipment

Ability to:

- Work independently
- Adapt to change
- Convey information accurately
- Manage with constant interruptions
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries
- Attention to detail

Hours and Travel

Typical office setting and hours. May have occasional after hours work due to court cases. This position operates with a low degree of supervision. Must be dependable and responsible with time management. Occasional travel for training

San Juan County is an equal opportunity employer and encourages women, minorities and the disabled to apply.