Administrative Assistant - Attorney

Classified

LEVEL: 14

JOB SUMMARY

- Under the supervision of the County Attorney, Deputy County Attorneys, and Senior Paralegal, the legal secretary/victim advocate is responsible for general office work, legal support, and victim advocacy.

ESSENTIAL JOB FUNCTIONS

- Maintaining office and court calendars;
- Preparing correspondence, legal documents and pleadings, etc. under the direction of attorneys and senior paralegal;
- Maintaining financial documents, office docket, and office records;
- Handling telephone calls and interacting with the public;
- Applying for and administering grants;
- Administering programs such as bad check, victim services, and adoptions;
- Transcribing recorded interviews;
- Occasional travel for training and/or victim advocacy meetings;
- Maintaining confidentiality of sensitive and privileged information;
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- High school diploma or GED.
- Ability to use standard office computer applications
- Valid Arizona Driver License

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of secretarial and legal offices
- Knowledge of the Arizona Revised Statutes, legal terminology, and the ability to conduct legal research
- Knowledge of general office practices and procedures
- Ability to conduct online research including through social media.
- Skill in establishing and maintaining effective working relationships with employees, other agencies, and the public.
- Knowledge of Windows based applications; Word, Excel, PowerPoint, and Outlook.
- Ability to perform duties independently that are appropriate and consistent with the level of the position.
- Ability to communicate clearly and concisely with staff both verbally and in writing.

PHYSICAL REQUIREMENTS

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to write reports and operate standard office equipment and a personal computer.
- Sufficient clarity of speech and other communication capabilities with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on a telephone, in normal range of conversation or in a group.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop repeatedly, sit or stand for long periods of time, lift at least 20 pounds and work in an office environment.