



DAVID P. FORNSHELL

WARREN COUNTY PROSECUTOR



POSITION AVAILABLE

JOB CLASSIFICATION: LEGAL ASSISTANT

DEPARTMENT: PROSECUTOR'S OFFICE

SALARY RANGE: COMMENSURATE WITH EXPERIENCE,
PLUS BENEFITS

SCHEDULED HOURS: 40 HOURS PER WEEK:
Monday through Friday 8:00 am to 5:00 pm

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

POSTING PERIOD: THIS NOTICE IS BEING POSTED FOR A PERIOD
OF TIME NOT LESS THAN SEVEN (7)
CONSECUTIVE CALENDAR DAYS BEGINNING
January 7, 2019

APPLICANT'S SHOULD APPLY BY RESUME TO:

ATTENTION:
Connie Mays, Office Manager
connie.mays@warrencountyprosecutor.com

This position is subject to a post-offer drug screen and a background check.

Applicants are required to apply for this position per the instructions outlined above. Resumes received in any manner other than directly from the applicant may not be considered.

Warren County is an equal opportunity employer

POSITION DESCRIPTION

Warren County Prosecutor

CLASSIFICATION TITLE:	Legal Assistant
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FLSA STATUS:	Nonexempt	EMPLOYMENT STATUS:	Full-Time
FLSA TYPE:	N/A	REPORTS TO:	Lead Legal Assistant
CIVIL SERVICE STATUS:	Classified	UNIT:	Clerical
PROBATION:	365 days	WORK HOURS:	8:00 am to 5:00 pm

DISTINGUISHING JOB CHARACTERISTICS

Serves as secretary to the Prosecutor, Assistant Prosecutors, Investigators, and Victim Witness Division personnel. Provides clerical and general administrative support to County Prosecutor and office operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with the requirements of that Act.

1. Opens and distributes mail to appropriate parties.
2. Answers telephone, screens callers, provides routine information, takes messages, and directs calls to requested party.
3. Greets visitors to Prosecutor's Office, takes appointments, directs to appropriate office and party, and provides general assistance.
4. Delivers and files legal documents with Common Pleas, Juvenile, Municipal, and County Courts. Runs errands as necessary and as directed.
5. Takes and transcribes dictation. Types and word processes correspondence, forms, contracts, resolutions, subpoenas, motions, entries, and other documents. Proofreads typed documents, spell checks, and makes necessary corrections.
6. Serves as secretary to the Prosecutor, Assistant Prosecutors, Investigators, and Victim Witness Division personnel. Types and handles confidential prosecutor memoranda, correspondence, and other documents.
7. Maintains regular and predictable attendance.

8. Represents Prosecutor's Office in a positive manner to law enforcement, press, and general public.

OTHER DUTIES AND RESPONSIBILITIES

1. Performs data entry into case management system. Enters grand jury notes into case management system after grand jury. Enters new defendants, court dates, and case disposition into case management system. Enters appeals and alerts for defendants in institutions to convey orders.
2. Posts mail, files documents, and retrieves files for next day. Copies, mails, and distributes typed documents in accordance with office procedure and as directed.
3. Delivers and files court documents to other courts. Runs errands by delivering documents to other county agencies, purchasing supplies, and performing other general duties. Picks up mail.
4. Serves as backup to all other Legal Assistants.

SUPERVISION GIVEN AND RECEIVED

Supervised by Lead Legal Assistant.

EQUIPMENT OPERATED

Computer, printer, typewriter, copier, fax machine, telephone, postage machine, time stamp machine, transcription tape machine, and other standard office equipment.

CONTACT WITH OTHERS

Clients, victims, court representatives, judges, defendants, attorneys, law enforcement representatives, and general public.

CONFIDENTIAL DATA

Confidential prosecutor memoranda, correspondence, and other documents; case management system information; criminal case files; grand jury indictments; arraignments; witness testimony; victim statements; criminal histories; juvenile files; court records; NCIC reports; driving records; 911 call transcripts; traffic offense reports; medical records; and other confidential case information.

WORKING CONDITIONS

The employee must negotiate, use, or work with or in the vicinity of personal protective equipment, eye and face protection, hand protection, the handling of material and supplies, human blood, or other potentially infectious materials, hazardous chemicals, and weapons. General Duty: Safe and Healthful Workplace: The employee has contact with violent or emotionally distraught persons.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee, and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job's essential duties because of an ADA disability.

While performing duties of this job, the employee frequently sits for extended periods of time while typing and performing other administrative duties. Employee frequently talks and listens over the telephone and in person. Vision demands include close, detailed vision when operating the computer, with the ability to adjust focus for close work. Employee sits for periods of time while operating vehicle to and from worksites. Employee lifts, carries, or otherwise moves and positions office boxes, files, equipment, and other objects.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Standard office practices and procedures; legal terminology; computer operations; English grammar; spelling and punctuation; and Microsoft Office software.

Ability to: Maintain confidentiality of confidential and sensitive subject matter; develop and maintain effective working relationships with associates and general public; post information accurately to computer files; originate an attractive and functional typing format; organize documents according to alphabetical, numerical, and subject order; exhibit good telephone etiquette.

Skill in: Taking and transcribing dictation; production typing (60 wpm); word processing; operation of standard office equipment.

QUALIFICATIONS

Prior legal assistant experience is required. An appropriate combination of education, training, course work, and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: High School Degree, GED or equivalent experience with course work or experience in general office practices, and a demonstrable skill in typing and word processing. Significant and successful experience as a legal assistant or legal secretary within the civil and criminal justice system.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Completes satisfactory background check and drug test.

Willingness to serve in classified civil service.

LICENSURE AND CERTIFICATION REQUIREMENTS

Must maintain valid Ohio driver's license.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's appointing authority, supervisor, or designee.

MANAGEMENT APPROVAL

_____/_____/_____
Prosecutor Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

I understand, and will perform, the duties and requirements specified in this job description.

I have reviewed and understand the most current copy of the Warren County Personnel Policy Manual, and any additional policies adopted by the Warren County Prosecutor.

_____/_____/_____
Employee Date