

POWESHIEK COUNTY JOB DESCRIPTION

Department: County Attorney

Title: Legal Clerk

FLSA: Non-Exempt

Date: November 2023

Reports To: County Attorney

PURPOSE

Under general supervision, assists County Attorney and his/her staff in operation of the County Attorney's office by providing assistance in timely preparation and filing of legal documents, records, and information required by County Attorney; prepares related work as required.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The following duties are typical for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Interacts with public, attorneys, law enforcement, and judicial branch personnel related to general, basic legal, and procedural questions.

Maintain confidential records and files within the office.

Perform receptionist/administrative assistant duties for the office; including basic research, filing, mailing, and telephone communications.

Assist in managing incoming and outgoing correspondence and requests from attorney's, clerk of court, law enforcement, and other agencies.

Assist in opening and maintaining all case files, reviewing police report, listing witnesses, and identifying section of Code violated.

Request defendant's criminal report from County Sheriff's office, Iowa DOT, and other agencies.

Assist in managing all deadlines associated, preparation, and timely filing of legal documents in cases.

Assist in coordinating court schedule to ensure attorney and witness availability. Assists with witness outreach, subpoenas, and correspondence.

Performs clerical, typing, record keeping and reporting functions necessary to sustain effective program operations and related support.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Graduation from high school or GED and demonstrated proficiency as a clerk/office assistant evidenced by satisfactory completion of a recognized course of instruction in an accredited curriculum, or comparable experience in an office. Proficiency with general computer usage and office software familiarity.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

Skill in the operation of modern office equipment requiring the use of hands, fingers and arms in the entry of data. Requires both finger and hand dexterity, motor coordination moving eyes, hands and fingers swiftly and accurately. Coordination of eyes, hands and fingers swiftly and accurately. Numerical, clerical, forms and verbal aptitude. Clarity of vision 20" or less. Occasional Lifting, pulling, pushing and moving of files from cabinets to boxes weighing up to 25 lbs.

Cognitive Demands

Requires knowledge of criminal law including legal terminology, codes, ordinances, resource/reference resources, dictionaries and related guides and the general rules of criminal and court procedures.

Knowledge of documents, reports and procedures required in pre-sentence investigations, juvenile court cases, victim restitution, search warrants, indictments, mental commitment and related legal matters. Requires the ability to use information, subject matter knowledge and concepts related to data, people or things by observation, interpretation, visualization, investigation and mental processes. Determining time, place and sequence of operations or actions on the basis of analysis of data and implementing decisions or instructions. Requires the ability to gather, collate, compare and classify information and taking appropriate action. Ability to use cooperation and teamwork to accomplish objectives.

Language Ability & Interpersonal Communication

Requires basic knowledge of legal terminology, codes, ordinances and the general rules of criminal and court procedures. Ability to understand documents, reports and procedures required in pre-sentence investigations, juvenile court cases, victim restitution, search warrants, indictments, mental commitment and related legal matters. Ability to interact positively with legal staff, court staff, law enforcement, social welfare officials, victims/defendants, relatives and the general public. Well organized, detail oriented.

Environmental Adaptability

Most work is performed in an office environment where occupational hazards are minimal.