



Story County Legal Assistant

SALARY	\$23.89 - \$24.48 Hourly \$1,910.82 - \$1,958.59 Biweekly \$4,140.11 - \$4,243.61 Monthly \$49,681.27 - \$50,923.30 Annually	LOCATION	Nevada, IA
JOB TYPE	Full-Time	JOB NUMBER	LA-FTE 5.24
DEPARTMENT	Attorney's Office	OPENING DATE	05/22/2024
CLOSING DATE	6/2/2024 11:59 PM Central		

Summary Description

This position provides administrative support for assigned attorneys and performs related legal research, case preparation, document preparation, and file management duties.

Starting Wage: \$23.89 - \$24.48/hour

Job Duties/Responsibilities

- Prepares legal document for attorneys' approval.
- Reviews police reports for accuracy and completeness.
- Updates and maintains court calendars for all assigned attorneys.
- Files legal documents into online filing system and transfers legal documents from filing system into office database.
- Sets up and assigns new cases in database to legal staff and attorneys.
- Updates and maintains cases in database for all assigned attorneys.
- Prepares and maintains trial calendars.
- Assists in preparing evidence and media for trials and hearings.
- Requests and obtains documents and records from outside agencies.
- Transfers lab reports into correct database files; maintains reports not associated with cases in the database.
- Prepares documents for service.
- Drafts legal notices for newspapers.
- Tracks substance abuse orders.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of legal office practices and procedures.
- Knowledge of legal research and drafting.
- Knowledge of legal terminology.
- Knowledge of court policies and procedures.
- Knowledge of the management of digital media files.
- Knowledge of database management principles.
- Knowledge of confidential records management principles.

- Skill in the use of computers and job-related software programs.
- Skill in the operation of modern office equipment.
- Skill in oral and written communication.

Qualifications

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education. Associates degree or paralegal certification preferred.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

E-VERIFY PROCESS: Story County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with Story County must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity. Please be prepared to provide required documents on the first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-382-7200 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

Physical & Environmental Characteristics

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping.
- The work is typically performed in an office.

Agency

Story County

Address

900 6th Street

Nevada, Iowa, 50201

Phone

(515) 382-7204

Website

<http://www.storycountyiowa.gov>