WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Legal Assistant **Department:** Office of County Attorney **Supervised by:** County Attorney **Revised Date:** July 1, 2011

Title: Legal Assistant

Department/Division: Office of County Attorney/County Administration

Nature of Work:

- Provides secretarial/clerical support and public relations services to the Office of the County Attorney of a responsible nature, including the handling of confidential matters involving the work of the County Attorney's Office. Problems encountered are usually routine in nature but may require some professional paralegal knowledge and skills. Must be able to assist the public with accuracy and professional poise, be able to maintain accurate records and to prepare professional quality documents.

Essential Duties:

- Administrative: Perform administrative tasks necessary for the day-to-day operation of the County Attorney's Office, including secretarial, receptionist and clerical responsibilities, purchasing of supplies and materials, etc. Maintain schedule and appointments for the attorney(s), including court appearances. Develop and maintain an organized filing system for correspondence and legal proceedings.
- Enforcement Actions: Track enforcement actions (i.e., keep track of when notice letters are due, when time set within notice letters has run, results of notice letters, assist with preparation of summons and setting court dates, prepare summary reports for attorney(s) listing facts and witnesses).
- County Code: Maintain up-to-date County Code, as directed by the attorney(s). Send adopted ordinances to codification services provider for incorporation into County Code, maintain distribution list for code supplements and distribute supplements.
- Franchise Agreements & Permit Applications: Track cable television franchise agreements to determine up-to-date bond and insurance certificates as well as to notify attorney(s) of need for renewal of franchise agreements. Process various permit applications and renewals as handled and directed by the County Attorney's Office.

- Audit Requests: Forward annual audit requests to agencies, contact agency directors and notify attorney(s) if additional attention is required, prepare response for attorney(s) to review.
- Legislative Change Review: Review annual legislative changes and highlight applicable changes for attorney review.
- Legal Research & Documents: Legal research, including use of electronic legal research database and research of deeds, maps and other records at County courthouse. Assist attorney(s) as needed with correspondence, legal research and drafting documents. Ensure annual completion of Statements of Economic Interests and Disclosure forms by Board of Supervisors, Constitution Officers, County Administrator and others as directed by the County Attorney.
- Advertisement/Postings: Ensure proper advertisement/posting of required County legal notices, including but not limited to, notices about public hearings, special meetings, meeting schedules, etc., maintain official documentation concerning publication of same. Assist the County Administrator and County Attorney with public information services.
- Administration Clerical Services: Provide, as workload permits, minor secretarial and clerical services to the Department of County Administration.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the County Attorney's Office.
- Perform other Duties as Required

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with elected officials, staff and public.
- Knowledge of business English, spelling, punctuation, current office equipment, practices and procedures. Skill in composition, setting up and typing accurately and with reasonable speed, a variety of correspondence, pleadings, reports and other materials.
- Ability to keep and maintain complex records (both paper and electronic) and prepare standardized reports in a neat, systematic and updated manner.
- Ability to keep legal information strictly confidential.
- Proficiency with data processing and database including: Microsoft Word; Excel; Power Point and Outlook.
- Education equivalent to a minimum of an Associate Degree from an accredited college with a major field of study and training in legal secretary, legal assistant/paralegal, office management or related fields preferred. 3 years responsible experience in legal assistant work preferred. Graduation from high school, supplemented by related courses may be substituted for the college degree if there is significant experience in the legal field, which may be substituted for college on an equivalent time basis.

Job Location and Conditions:

- Work is performed in the office setting at the Washington County Administrative Office. May be required to report to work after or before regular business hours and during emergency conditions.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.

GENERAL APTITUDES and PHYSICAL REQUIREMENTS:

- **Mental Abilities:** Must have ability to reason and make judgments, to understand and follow oral and written instructions, to guide/give instructions and to make decisions in accordance with established procedures and policies.
- **Speaking/Talking Abilities:** Must have ability to answer the telephone, radio or switchboard; communicate with County officials; general public; vendors; supervisors and or with other employees.
- **Hearing/Listening:** Must have ability to communicate with County officials; public; vendors; supervisors and or other employees.
- **Reading/Ability to Read and Understand Text:** Must have ability to read and understand text.
- **Numerical:** Must have ability to mentally perform accurate two digit calculations, accurate calculations aided by a calculator and adding machine or measuring devices.
- **Manual Dexterity:** Must have ability to use telephone; calculator; copy machine; fax machine and manipulate computer keyboard and mouse.
- **Finger Dexterity:** Must have ability to use telephone; calculator; copy machine; fax machine and manipulate computer keyboard and mouse.

Physical Demands:

- **Strength:** Ability to lift at least 25 pounds.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **Seeing:** Must have ability to focus and have peripheral vision.

Driving:

- Must have a valid driver's license and the ability to drive an automatic transmission car.
- Will have periodic driving record checks done.

Job Status: Full Time/Non-Exempt

Salary : DoQ, DoE with Benefits

Washington County is an Equal Opportunity Employer.

Position Descriptions are intended to serve as guidance and reference documents with respect to the scope, responsibilities and authority of Administrative Division positions. They are not intended and should not be interpreted to be binding or limiting with respect to a position. The Board of Supervisors reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, regardless of their qualifications.