

# PUBLIC NOTICE

## The Jackson County Human Resource Office is accepting Applications for a Legal Assistant

Under the general direction of the County Attorney, this position provides administrative services and paraprofessional legal support to the Jackson County Attorney's Office.

Interested applicants should have working knowledge of law office procedures and legal terminology, civil and criminal procedures, rules of court, and the Code of Iowa; should possess accurate and concise typing, spelling and composition skills. Position requires a professional appearance and demeanor in working with attorneys, law enforcement, courthouse personnel and the general public.

Working knowledge of EDMS is a must

Paralegal degree plus 3 years' experience or 10 years' experience as a legal secretary; criminal law experience preferred.

Preference will be given to prior experience in a prosecutor's office.

Pay range is \$21.00 - \$25.00 per hour based on experience.

Applications and position description are available at [www.jacksoncounty.iowa.gov](http://www.jacksoncounty.iowa.gov) under job openings or can be picked up from the Human Resource Office in the Jackson County Courthouse or from the Jackson County Attorney's Office.

Formal application, rating of education and experience, oral interview and reference check will be required.

**Application deadline to apply is 4:00 p.m. December 3, 2020**

Interested applicants should forward formal application (and resume if available) to:

Becki Chapin, Human Resource Administrator

201 W. Platt Street

Maquoketa, IA 52060

or email to [bchapin@co.jackson.ia.us](mailto:bchapin@co.jackson.ia.us)

*Jackson County is an Equal Employment Opportunity Employer*

**LEGAL ASSISTANT**  
**Job Description**

**Department:** County Attorney

**Date:** 11/2020

**Reports To:** County Attorney

**FLSA Status:** Non-Exempt

**Supervision Duties:** None

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**POSITION SUMMARY**

Under the general direction of the County Attorney, provide administrative services and paraprofessional legal support to the Jackson County Attorney's Office.

**ESSENTIAL FUNCTIONS**

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours, regular attendance is an essential function.

Essential duties and responsibilities may include, but are not limited to, the following:

- Represent Jackson County and perform duties in a professional, responsible, and trustworthy manner
- Be self-motivated and able to work with minimal supervision in order to successfully complete routine or nonroutine tasks
- Prepare, process and timely filing of court and trial documents and evidence which could involve further investigation by this office and investigations by other law enforcement officers, with precision.
- Prepares various legal contracts, agreements, confidential letters and other types of correspondence
- Store, recall, manage and organize documents within the EDMS system
- Accurately coordinate information with events and pending cases; coordinate court calendars with office calendar and manipulate as needed to avoid scheduling conflicts
- Utilize all Microsoft Office suite, scanners, calculators, fax machines, photocopiers, and multi-line telephones
- Provides customer service that is courteous and responsive to both public and with County employees by email, phone, or in person
- Establish and maintain effective working relationships with co-workers, the County Attorney, County Board of Supervisors, other departments, agencies and members of the public.
- Prepares claims for submission to the Auditor for payment; assist with budget preparation
- Handles all aspects of County Attorney collections for the office
- Victim Witness Coordinator
- Handles confidential information and reports
- Ability to work within deadlines and remain positive and professional.
- Organize and prioritize multiple tasks and competing priorities
- Maintain confidentiality
- Perform other duties as assigned

## **MINIMUM QUALIFICATIONS:**

### **Education and Experience:**

Paralegal degree plus 3 years' experience or 10 years' experience as a legal secretary; criminal law experience preferred.

Preference will be given to prior experience in a prosecutor's office

### **Licenses and Certifications:**

Certificated and or certified as Paralegal preferred

### **Knowledge, Skills, and Abilities:**

- Knowledge of county and Iowa Code.
- Knowledge of the local criminal justice systems.
- Ability to organize and prioritize multiple responsibilities and competing priorities by being flexible to meet demands of office changes.
- Ability to establish and maintain effective working relationship with co-workers, government officials, community groups, and other law enforcement agencies.
- Detail oriented in presentation of documents, reports, lists and correspondence.
- Comprehensive knowledge of standard office practices, procedures, equipment, related hardware and software, and secretarial techniques.
- Thorough knowledge of law practices and policies.
- Ability to learn specialized equipment and software related to business needs.
- Ability to interact with a variety of people, some in emotionally stressful situations.
- Ability to uphold a positive image of the Jackson County Attorney's office.
- Working knowledge of EDMS a must.
- Working knowledge of law office procedures and legal terminology, civil and criminal procedures, rules of court, and the Code of Iowa.
- Accurately read and comprehend legal documents generated by the Court, other attorneys, and law enforcement officials.
- Accurate telephone and message relaying skills.
- Precision in the preparation, processing and timely filing of court and trial documents and evidence which could involve further investigation by this office and investigations by other law enforcement officers.
- Possess accurate and concise typing, spelling, composition and proofreading skills.
- Coordinate court calendars with office calendar and manipulate as needed to avoid scheduling conflicts.
- Maintain a professional appearance and demeanor in working with attorneys, law enforcement, courthouse personnel, general public, and business persons.
- Ability to successfully complete additional training or education opportunities relative to the improvement of existing skills and knowledge when such opportunities are presented.
- Possess skills and knowledge to operate equipment relative to this office as well as basic functional knowledge of equipment and assume responsibility for regular needed service and maintenance on said equipment.
- Ability to maintain confidentiality.

**Physical Demands and Working Environment:**

- Follow verbal and written instructions
- Have clarity of speech and hearing which permits effective communication
- Have sufficient vision which permits moderate to heavy production and review of a wide variety of materials both in electronic and hardcopy forms
- Have sufficient manual dexterity to make handwritten notations and which permits moderate to heavy use of a keyboard
- Stand, sit, squat, kneel, bend, twist, reach, and use a step stool as needed
- Lift and/or move up to 25 pounds as needed
- Sufficient personal mobility to complete field work at various facilities
- Carrying, pushing and/or pulling objects weighing up to 25 pounds.

Incumbent mainly works indoors in an office setting; limited exposure to varied outdoor weather conditions may occur.

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Employee Signature

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Date

County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.