

**Judith Basin County Attorney  
Job Descriptions for  
Administrative Assistant/Legal Secretary**

This is a full-time position consisting of 40 hours a week to be coordinated with County Attorney.

**Confidentiality:** Position must adhere to strict standards of confidentiality of all information and documentation.

**General Summary:**

Under the supervision of the County Attorney, this person provides secretarial support such as typing, correspondence, reports, filing of any legal documents, entering deadline data, and maintaining files and records. Maintains the backup calendar and may schedule appointments for the County Attorney and work with calendaring the District Court and Justice Court. Receives and responds to incoming calls and refers matters to proper departments or agencies as necessary.

**Employment Qualifications:**

**Experience:** Secretarial and related administrative experience in a prosecutor's office, law office, court, or related setting preferred. Must have the ability to use hands and arms, walk, sit, and stand, hear and talk; and sufficient vision to read and file legal documents.

**Education:** High School Graduate, office skills, computer skills including Microsoft Word, Faxing, and Excel data, knowledge of scanner and copier, CD and DVD knowledge, internet knowledge, postage machine knowledge, set up extensive data files for trial purposes, and public relations.

**Essential Functions:**

1. Capable of working without direction as daily work is not assigned and when work is completed that is necessary be able to seek and do any interoffice work on own such as rotation of files, cleaning up files, ordering supplies, cleaning and maintaining the appearance of the office.

2. Maintains an online and back up hard copy calendar to the County Attorney's calendar for appointments, meetings, and conferences.
3. Create and maintain own time calendar and submit to the Clerk and Recorder's office.
4. Be in contact as necessary with other attorneys, Justice of the Peace, and District Court personnel, Montana Highway Patrol, Judith Basin County Sheriff's office, Judith Basin County Commissioners, and Juvenile and Adult Probation and Parole.
5. Maintain a Resume, Breath Analysis, Field Certification, and Intoxilyzer file in regards to Judith Basin County Sheriff Department, Montana Highway Patrol, and Fergus County Sheriff Department.
6. Follow procedure for Juvenile and Mental Health Commitment files.
7. Be able to create and pay strict attention to detail in documents pertaining to any document filed in the Clerk of Court's office or Justice Court.
8. Answer the telephone and transfer or take a message. Receive and screen telephone calls for the County Attorney determining whether or not it is appropriate to transfer the call.
9. Prepare and draft correspondence, reports, and legal documents and handle matters of a highly sensitive nature.
10. Prepare search warrants, arrest warrants, Information, and investigative subpoenas under special circumstances on own and with the direction of the County Attorney.
11. Receive, open, date-stamp incoming mail, and distributing to proper personnel.
12. Keep a running data of all cases for each year. Keep a data base for active files and what the status is. Follow up on all work in progress and any forth coming necessary documents and providing them for the County Attorney for approval and signature. After sentencing or deferred prosecution, maintain data and dates as necessary for Court

ordered deadlines. Anything else which will assist the County Attorney to complete tasks on a timely basis.

13. Research and trouble shoot problems, check legal citations and statutes, and be able to multi-task.
14. Performs various any and all secretarial support functions in a timely manner and any other duties as assigned by the County Attorney.
15. Contact, trouble shoot, and oversee all computer, copier and printer updates, changes and problems. Consult with the county tech support and services to ensure server and tech operations are confidential and up to date.

**Notice:** The Applicant for this position and the ultimately hired individual must understand that as an elected official the County Attorney must run for re-election every four years. There is no guarantee the job will remain open in perpetuity based upon election results, lifestyle changes of the County Attorney, illness or death.