

SHOSHONE COUNTY

Job Description

Job Title: LEGAL ASSISTANT
Department: Prosecuting Attorney's Office
Elected Official: Prosecuting Attorney
Reports To: Office Manager and Prosecuting Attorney
FLSA Status: Non-Exempt

SUMMARY: Under general supervision, this position performs administrative and support services to the Prosecuting Attorney and deputy prosecuting attorneys, if any; develops and maintains office procedures, systems and workflow.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are representative of the duties of the position when fully functioning. They are not intended to represent the entire functional capacity of the position at the task level.

LEGAL ASSISTANT FUNCTIONS: The legal assistant handles the administrative caseload of the Prosecuting Attorney which may consist of any combination of felony, misdemeanor, infraction, juvenile, child protective, civil, and/or appellate cases. He/she screens incoming calls and acts as a liaison between attorney and client, knowing when he/she can assist the client (i.e., progression of case, general questions) and when the matter requires attorney attention. They are responsible for scheduling appointments, coordinating meetings, entering and maintaining client records, attorney calendars, and case management systems, as well as coordinating attorney and court calendars.

This position requires the individual to independently procure records, documents, etc., review records for completeness of file and demonstrate proficiency in utilization of Odyssey/ICourts e-filing program, case management software, etc. Additionally, legal assistants will exercise independent judgment based upon comprehensive knowledge of individual cases while understanding and applying applicable court rules and policies, legal citation, and formatting. With technology evolving and large amounts of discovery material stored in electronic formats, proficient skills in transcribing, scanning, copying and creating electronic records are needed to be successful in this position.

The legal assistant will be required to compose legal documents from general instruction for attorneys; therefore, they must understand legal terminology and format, be able to independently draft/compose documents and correspondences for the attorneys' review and approval. This requires excellent writing skills, which includes demonstrating comprehensive knowledge of English language, punctuation, and spelling. Legal assistants must know and be able to adhere to general office practices, procedures, and machines while ensuring that all documents under his/her control leaving the office are of high quality and professional appearance.

The legal assistant maintains necessary client documents and work product. Cases within the Prosecuting Attorney's Office are generally not open to the public and therefore the legal assistant will be required to adhere to policies of confidentiality. A legal assistant will need to prioritize workflow, demonstrate accuracy and pay close attention to detail in order to be successful in the fast-paced environment of a legal office. Demonstrating loyalty, strict confidentiality, and the ability to work independently in the absence of specific instructions, are all necessary attributes of a successful legal assistant.

The court dockets not only deal with defendants who are members of the public, but constituents and victims who are invested in particular cases, therefore a legal assistant must tactfully deal with various individuals under stressful conditions. In addition, the Legal Assistant may be responsible for compliance with ensuring victim's

rights notification requirements are met through communication with crime victims, providing access to crime victim's compensation program applications, as well as an understanding and ability to utilize VINE information services for applicable cases.

Legal assistants will perform these duties and responsibilities during scheduled work hours, shift differential, weekends and holidays or after-hours where specifically requested by the Prosecuting Attorney. Non-exempt staff may be required or requested to work overtime.

CONFIDENTIALITY: The person in this position is authorized access to such private information as a condition of employment to the extent necessary to perform their duties. As an employee of the county, employees are required to protect against unauthorized access to such information, ensure the security and privacy of such information, and disclose any anticipated threats or hazards to such information. Employees must be very careful not to release this information to the public or to other individuals, including but not limited to county employees who have not been authorized or who do not have a legitimate organizational, departmental, or business need to know as described in Idaho Code Section 9 et. seq. Any questions regarding release of such information to another person should be directed to their supervisor, elected official, or their designee.

KNOWLEDGE, SKILLS, AND ABILITIES: This position requires the knowledge, skills, and abilities generally considered necessary to perform each of the "Legal Assistant Functions" listed in the preceding section. Additionally, the requirements listed below are representative of the knowledge, skill, and/or ability required.

- Working knowledge of secretarial principles and practices; English composition including excellent reading and writing skills; understanding of legal concepts and ability to conduct legal analysis.
- Ability to plan, coordinate and direct activities of subordinates; independently design, develop and implement office procedures and systems; receive direction from supervisors and think critically in order to implement direction.

SUPERVISORY RESPONSIBILITIES: This position leads and directs the activities of other classified, part-time, and/or seasonal employees, including making recommendations as to hiring and job content changes, provide daily work direction, and may be involved in performance evaluations.

EDUCATION AND/OR EXPERIENCE:

- **Preferred:** Bachelor's degree, Associate's degree, or Applied Associate's degree.
- **Accepted:** Certification from a two-year college or professional/technical school or Legal Assistant program.
- **Alternative:** Ten (10) years related experience in law firm or law-related field; or equivalent combination of education and/or experience as a legal assistant, legal secretary, office manager, and/or court clerk.

CERTIFICATES, LICENSES, REGISTRATIONS: Must be able to pass a criminal background check and drug screening.

TECHNOLOGY EQUIPMENT AND TOOL SKILLS: The applicant must demonstrate a proficient ability to use a personal computer and associated peripherals, and use Microsoft Office Suite (Word, Excel, Outlook), Adobe, Zoom, Mac & PC interfaces, databases specific to the County, Internet, and Court System Databases, as well as the ability to use telephone, facsimile, copy machine, printers, scanning devices, calculator and general office equipment.

LANGUAGE SKILLS: A large amount of the Prosecuting Attorney's workload is done through court filings,

requiring the legal assistant to read, analyze, interpret and apply procedures and information quickly and accurately. Examples of documents and tasks that require this skill are journals, documents and manuals in a specialized field, financial reports, policy and procedure manuals, and legal documents and manuals; to respond to common inquiries or complaints from customers, regulatory agencies, or members of the community; to write original speeches and articles for publication that conform to prescribed style and format; to effectively present information to top management, public groups, and/or boards of directors; to read, write, and speak in English.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made.

While performing the duties of this job, the employee is frequently required to use hands to manipulate, handle, or feel; and occasionally required to stand, walk, sit, reach with hands and arms and climb or balance. The employee must occasionally lift and/or move up to 20 pounds without assistance and without the aid of equipment and/or devices designed to assist in the lifting effort. The noise level in the work environment is moderate.

Prepared and Approved by:



PROSECUTING ATTORNEY

Date: 06/03/2026