

POSITION TITLE: LEGAL ASSISTANT / CHILD SUPPORT WORKER
DEPARTMENT: KEARNEY COUNTY ATTORNEY'S OFFICE
REPORTS TO: KEARNEY COUNTY ATTORNEY
SUPERVISES: N/A
PURPOSE OF POSITION: Applying knowledge of law and legal procedures in providing direct assistance and clerical support to the County Attorney and staff in a manner that assists in the provision of competent legal services to the County; Performing a variety of highly confidential and professional administrative duties requiring considerable independent judgment, including, but not limited to, gathering and maintaining information of a confidential nature which will assist the child support attorney in establishing and enforcing a court order for child support

Essential Functions

- ✓ Prepare, edit, file, and distribute complex confidential legal documents and correspondence such as citation amendment and no file letters, affidavits, warrants, complaints, pleadings, motions, subpoenas, orders, and probation revocations.
- ✓ Draft correspondence, memoranda, and other legal documents as assigned or as required to complete assignments.
- ✓ Monitor speedy trial on felonies and other pending actions as directed.
- ✓ Scan, store and file all paperwork and documents.
- ✓ Prepare case files from investigative reports provided by law enforcement agencies.
- ✓ Review law enforcement forms and reports to ensure that all pertinent information, documents, and evidence are assembled. Request additional information as needed.
- ✓ Establish and maintain a system for requesting evidence from law enforcement and storage of evidence received in an efficient and secure manner.
- ✓ Prepare, duplicate, and distribute discovery by set deadlines. Complete on-going discovery.
- ✓ Notify and subpoena witnesses for court hearings and be prepared to help shuttle witnesses for all hearings.
- ✓ Communicate with defendants and defense attorneys to determine if hearings will proceed as scheduled and whether witnesses need to be notified.
- ✓ Screen and review cases that may be suitable for diversion. Monitor and enforce diversion programs and agreements.
- ✓ Review, pull, and maintain on-line calendar of court hearings on a daily basis.
- ✓ Establish and maintain a filing system for all correspondence, legal records, and other departmental documents. Complete filing in a timely manner, including paper and electronic filing.
- ✓ Establish and maintain a system to work with outside agencies for the completion of any classes or education needed as part of a criminal prosecution or diversion, such as the STOP program, alcohol education classes, and victim impact panels.
- ✓ Obtain reports, driver's abstracts, criminal histories, statistical information, and prior convictions from Communications, Police or Sheriff's Department, Clerk's Office, or other sources to facilitate case preparation.

- ✓ Establish and maintain schedule of appointments for supervisor, set up designated meeting areas, prepare and distribute appropriate materials, and communicate with victim and victim witnesses as needed.
- ✓ Assist clients and general public by speaking to citizens seeking the prosecution of wrongdoers and answer routine legal or court-related procedural questions by responding to walk-in clients or answering phone calls.
- ✓ Review jury lists as requested and assemble the necessary information for effective jury selection.
- ✓ Establish and maintain effective working relationships with the general public, supervisors, fellow employees, and government officials and agencies.
- ✓ Answer telephone and greet visitors to department, direct calls and visitors to appropriate sources for assistance, take accurate messages, and respond to inquiries according to established policies.
- ✓ Utilize a wide variety of standard office equipment in performance of duties, including scanner, fax machine, photocopier, calculator, typewriter, and computer.
- ✓ Process incoming and outgoing mail according to departmental procedures.
- ✓ Daily data entry.
- ✓ Maintain office supplies and equipment.
- ✓ Prepare claims and review bills.
- ✓ Prepare, establish, monitor, and enforce all child support enforcement cases referred to the department.
- ✓ Gather and review data required to prepare a variety of legal documents according to state requirements.
- ✓ Draft petitions, notice of hearings, warrants, orders, stipulations, license suspensions, voluntary wage assignments, garnishments, contempt actions, income withholdings, liens, and purge documents.
- ✓ Receive and supply information regarding child support to federal and other states' agencies concerning children or parents living in Nebraska.
- ✓ Interview clients and coordinate child-support-enforcement-related activities of agencies in order to achieve effective enforcement.
- ✓ Gather genetic samples and send to the laboratory.
- ✓ Prepare and submit quarterly reports by tracking time and expenses.
- ✓ Obtain financial information from parents.
- ✓ Obtain payment histories and State Employment Wage Verification.
- ✓ Coordinate all factors of case activity, assuring that all necessary components are completed and scheduled accordingly.
- ✓ Determine appropriate legal action in order to effect referral to the attorney.
- ✓ Prepare court pleadings.
- ✓ Schedule trial dates and times for court and file documents related to court cases.
- ✓ Attend court hearings to take notes and to provide testimony, if necessary.
- ✓ Receive and route mail and respond independently to routine matters.
- ✓ Compose written departmental documents, including correspondence, reports, and memos, utilizing independent judgment, along with a detailed knowledge of departmental procedures and policies.
- ✓ Execute independent action or discretion to resolve problems and complaints encountered, taking established departmental procedures into consideration.
- ✓ Maintain calendar and coordinate scheduling with staff on a continual basis.
- ✓ File correspondence, legal records, and other departmental documents according to established procedures.
- ✓ Assist clients and general public by answering routine legal or court related procedural questions by responding to walk-in clients or answering phone calls.

Marginal Functions

- ✓ Perform other duties as directed or as the situation dictates.
- ✓ Help other staff members as workloads dictate.

Essential Knowledge, Experience, and Abilities

- ✓ Ability to work independently, prioritize work, meet deadlines, and make decisions on the basis of established procedures and policies. Consult with attorneys as needed.
- ✓ Thorough knowledge of and ability to utilize routine office procedures, standard clerical techniques, and office equipment.
- ✓ Thorough knowledge of the English language and proper grammar, spelling, and punctuation.
- ✓ Thorough knowledge of the court system regarding processing various legal documents according to established procedures.
- ✓ Thorough knowledge of legal terminology as it relates to typing and processing legal documents.
- ✓ Thorough knowledge of and experience in utilizing a variety of computer systems, hardware, and software packages.
- ✓ Fluency in Word required.
- ✓ Ability to maintain files according to an established numerical or alphabetical system.
- ✓ Ability to perform basic input and retrieval functions, utilizing a variety of computer programs.
- ✓ Ability to view and duplicate a wide variety of video and audio files.
- ✓ Ability to maintain departmental records, to compile information, and to prepare accurate legal documents and correspondence.
- ✓ Ability to type accurately using a typewriter and personal computer.
- ✓ Ability to maintain confidentiality of all communications, documents, and correspondence in the County Attorney's office.
- ✓ Ability to understand and follow both oral and written instructions.
- ✓ Ability to communicate effectively, efficiently, and professionally, both orally and in writing.
- ✓ Ability to establish and maintain effective working relationships with the general public, supervisors, fellow employees, and government officials and agencies.
- ✓ Ability to prepare and maintain on-line calendar and filing system.
- ✓ Perform administrative support functions requiring the exercise of considerable independent judgment, a high level of confidentiality, and thorough knowledge of County and departmental procedures and policies.
- ✓ Utilize a variety of computer programs in the preparation of departmental documents and records. Including CHARTS
- ✓ Thorough knowledge of County policies, rules, and regulations.
- ✓ Ability to perform accurate mathematical calculations such as addition, subtraction, multiplication, and division.
- ✓ Ability to establish and maintain effective working relationships with clients, fellow employees, supervisors, other agencies, and the general public.
- ✓ Ability to work effectively in stressful situations.
- ✓ Ability to maintain the confidentiality of all communications, documents, and correspondence in the County Attorney's Office.

Essential Education, Certifications, and/or Licenses

- Prefer paralegal degree or some formal training or experience
- Willing to train the right candidate.
- High school diploma required.

Essential Physical Demands and Typical Working Conditions

- ✓ Work is generally performed indoors in an office setting and requires a considerable amount of standing or walking.
- ✓ Work duties require sporadically lifting and carrying up to 30 pounds for up to 100 feet.
- ✓ Work may be stressful when dealing with irate clients and/or meeting deadlines.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The County recognizes that an individual with a disability may require an accommodation to enable him or her to successfully perform a job function. Consideration will be given to reasonable accommodations.

Supervisor's Signature

Employee's Signature

Date

Date

Effective Date of Job Description: June 1, 2018