



## Job Description

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<b>TITLE:</b> Legal Assistant	<b>JOB CODE:</b> 2135
<b>DEPARTMENT:</b> County Attorney	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> August 2009	<b>FLSA CLASS:</b> Supervisor
<b>UPDATED:</b> April 6, 2023	<b>WORK LOCATION:</b> Aztec, NM
	<b>REMOTE WORK ELIGIBLE:</b> YES

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**Summary:** Under general supervision, performs a variety of secretarial, technical, organizational, and administrative activities to support the functions of the County Attorney's Office.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Prepare draft legal documents such as deeds, contracts, agreements and from instructions or prior documents; prepare a variety of legal correspondence in response to citizen or staff questions.
- Maintain calendars and tickler files; schedule hearings, meetings, and seminars; perform reception duties; screen and direct incoming calls, directing caller to the appropriate party or providing answers to routing questions.
- Establish and maintain manual and electronic filing systems; process claims for expenses; assist other support staff as appropriate.
- Assist with public records requests in accordance with Inspection of Public Records Act (IPRA); maintain electronic storage of public records requests.
- Prepare confidential correspondence; oversee maintenance of logs and files; manage and meet all legal publication deadlines pursuant to codes and charter.
- Make travel arrangements; serve as notary public; operate word processor, database, and financial management system on PC; proficient in operating a typewriter.
- Coordinate a variety of administrative activities including employee scheduling, payroll reporting and report processing.
- Handle sensitive and confidential data and ensure the quality and integrity of all information produced.
- Perform other related duties as assigned.

**Required Knowledge and Skills:**

- Knowledge of legal terminology and basic legal processes.
- Knowledge of office management/administrative support practices and procedures.
- Knowledge of Federal and state laws, and County regulations, codes and written directives.
- Knowledge of the basic principles of record-keeping, case files and records management.
- Knowledge of County policies and procedures.
- Knowledge of a variety of computer software applications including Microsoft Office and JustFoia.
- Skill in coordinating calendars, appointments, depositions, room assignments and related items.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.

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- Skill in researching, compiling, and preparing reports and related information.
- Skill in following complex oral and written instructions, policies and procedures.
- Skill in the use of a personal computer, standard business software, and office equipments.
- Skill in communicating effectively, both orally and in writing.

**Education and Experience**

- High School diploma or GED equivalent, Associate Degree, preferred and five (5) years of administrative or secretarial experience in a law office; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling, and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

**Equipment and Tools Utilized:**

- Equipment utilized includes computerized and conventional office equipment.

**Approvals:**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_