

ANDROSCOGGIN COUNTY GOVERNMENT

JOB DESCRIPTION

TITLE: RECEPTIONIST / LEGAL ASSISTANT

**PAY GRADE: 3
(\$13.06 per hr, 40 hrs weekly)**

Recommended Minimum Qualifications:

Education, Training and Experience:

High School diploma: Post-secondary course work and/or equivalent experience in business including but not limited to data case management, data entry or any equivalent combination of education, training, and experience.

Special Requirements:

Must be able to obtain: Training with specialty software such as Justware and Restitution Program

Knowledge, Ability and Skill:

Knowledge: Knowledge of how the court system operates. Familiarity with legal terms.

Ability: Ability to do multiple tasks at the same time. Strong ability to prioritize. Ability to handle details with precision and accuracy. Ability to handle the more difficult customer service requests. Ability to work with people from a variety of backgrounds and cultures. Compassionate and sensitive with people of all degrees of life. Ability to work with and handle confidential information following department procedures.

Skill: Organizational and case management skills. Proficiency of computer operations to include report generation, internet and email; word processing, database, and spreadsheet applications. Skill with Justware program preferred.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to work at a desk; regularly convey information to employees and the public; regularly move about inside the office to access file cabinets and office machinery; and traverse stairs. The employee must occasionally lift and/or move objects weighing up to 15 pounds, such as supplies, folders, and books. Ability to operate a keyboard and calculator at efficient speed and to view computer screens for extended periods of time. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Position Purpose:

The purpose of the Receptionist / Legal Assistant position is to receive and route all incoming telephone calls, assist the general public on a daily basis and all other general office duties associated with a busy law office.

Supervision:

Supervision Scope: Performs varied and responsible functions requiring comprehensive knowledge of department/division operations and the exercise of judgment in responding to inquiries, in dealing with the public, and in administering the functions of the office in accordance with established departmental policies and standards.

Supervision Received: Works under general supervision.

Job Environment:

Work is performed under typical county office conditions.

Operates computer, telephone and other standard office equipment.

Makes frequent contacts with county officials, court employees, media and state agencies and representatives. Contacts are primarily in person, by telephone and in writing and involve discussing routine and semi-complex information; contacts with the public require considerable patience, tact and discretion.

Has access to a wide variety of department-level and/or county-wide confidential information requiring the application of appropriate judgment, discretion and professional office protocols; confidential information includes serious legal matters.

Errors could result in delay, confusion and cause adverse public relations for the county, and have legal repercussions.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Legal Assistant to the Assistant District Attorneys and District Attorney.

Receives and routes all incoming telephone calls.

Open, distribute and process incoming and outgoing mail daily.

Filing (incoming mail, correspondence from the Clerk's Office, etc.).

Assists general public on a daily basis.

Provide prepared discovery material to Attorney of the Day.

Receives daily court lists from the Clerk of Courts and distributes to office staff; enters dates of hearing into Justware database.

Organizes drug court files for District Attorney and/or Assistant District Attorney for scheduled court dates.

Receives and processes DHS referrals to include scanning into database and forwarding to appropriate law enforcement agency.

Receives and processes incoming probation violations to include scanning into Justware database and email discovery to probation officers.

Collects restitution and deferred disposition payments.

Maintains inventory of all office supplies and informs the Office Administrator when a requisition needs to be prepared.

Assists Office Administrator with inventorying all county property obtained within the D.A.'s Office in Androscoggin County and submit written record to the Commissioner's Office on a yearly basis.

Maintains office files after disposition to include organizing, filing and destruction of old files.

Other duties or tasks as specifically requested by the District Attorney.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)