



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Legal Assistant III</u>	<b>NEW:</b> <input type="checkbox"/>	<b>REVISED:</b> <input checked="" type="checkbox"/> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Office Administrator</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>09/2021</u>
<b>DEPARTMENT:</b> <u>Prosecuting Attorney</u>	<b>JOB CODE:</b> <u>601</u>	

**SUMMARY:**

With limited supervision, the Legal Assistant III provides administrative and clerical support for the First or Second Prosecuting Attorney; and administers financial and operational activities of the Boone County Prosecuting Attorney’s Office.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Serves as Legal Assistant to the First or Second Prosecuting Attorney; performs a variety of legal office support work; prepares letters, correspondence, forms, legal documents, records, reports, and other legal documents; enters and scans data into case management system; composes routine replies and letters to incoming mail; operates computers, maintains and updates files, electronic files and databases; performs word processing; operates office equipment; answers phone lines and e-mail and directs inquiries and information to the appropriate staff.

Develops, monitors, and administers all budgets for the Prosecuting Attorney's Office; keeps accurate accounting of all budgetary matters; manages the fiscal activities and projects for the Office; directs the development of written and statistical, and financial reports; prepares the annual budget for all divisions and cost centers associated with the Prosecuting Attorney’s Office; processes payment requisitions, journal entries, budget revisions, and amendments; reconciles budget with the Boone County Auditor’s Office; routinely reviews posted general ledger activity and initiates follow-up or corrective actions as needed; coordinates all fiscal activities and projects for all department budgets.

Serves as department administrator for all purchasing cards used by the department in accordance with County policies and guidelines.

Serves as Project Manager for Prosecuting Attorney’s Office grants; writes and prepares grant proposals for the Prosecuting Attorney's Office; monitors and administers grant funds

for Prosecuting Attorney's Office; prepares and maintains grant reimbursements, completes, and submits grant reports and claim vouchers; statistical reports and accurate records in compliance with grant-driven budgetary policies.

Serves as liaison between the Prosecuting Attorney's Office and county offices and departments concerning budget and finance activities and operations; prepares payroll requests both general and grant-funded and reviews posted payroll activity for accuracy. Assists employees with payroll related questions.

Coordinates travel arrangements for witnesses; coordinates conference registration and travel arrangements for Prosecuting Attorney staff; verifies and processes employee reimbursement requests.

Serves on committees, attends meetings, appears before the Boone County Commission, and handles special projects as directed by the Elected Prosecuting Attorney.

Identifies computer needs and coordinates the improvement of software and hardware with the Information Technology Department.

Orders and verifies receipt of all equipment and supplies for the Prosecuting Attorney's Office; payments have been issued; processes bids; maintains inventory and supplies.

Performs other duties as assigned.

**KNOWLEDGE AND SKILL:**

1. Knowledge of English grammar, punctuation, and spelling; advanced skill in communicating effectively using the English language, both orally and in writing.
2. Advanced knowledge of personal computers and standard software applications related to legal support work, including Microsoft Word and Excel.
3. Advanced knowledge of the MULES and KARPEL systems.
4. Advanced knowledge of the criminal justice system in the State of Missouri.
5. Expert knowledge of filing and electronic record keeping systems.
6. Expert knowledge of legal processes and terminology.
7. Skill in handling stressful situations successfully and the ability to work well with other employees, court professionals and the public.
8. Expert skill in reading and preparing legal documents.
9. Expert skill in application of state and federal guidelines, rules, and statutes to perform essential functions of position.
10. Expert skill in handling stressful situations and the ability to be congenial with other employees, court professionals and the public.
11. Expert skill in discretion and maintaining confidential information.
12. Expert ability to learn and apply policies, procedures, documents, and terminology affecting assigned functions.
13. Expert ability to work independently and follow instructions.
14. Expert ability to maintain a high level of accuracy and attention to detail.

**PHYSICAL DEMANDS:**

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

**WORK ENVIRONMENT:**

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, law enforcement agencies, court employees, attorneys, and members of other entities.

**MINIMUM QUALIFICATIONS:**

High school diploma or GED, plus 3 years clerical or office management experience, with 2 years' experience working in a legal environment. Must possess a clear criminal history.

**PREFERRED QUALIFICATIONS:**

Bachelor's degree in Criminal Justice or related field and the ability to type 45 WPM.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*