

Job Title: Legal Assistant III

Department: District Attorney's Office, County Judge's Office
Immediate Supervisor: District Attorney, County Judge

BRIEF DESCRIPTION OF THE JOB: Performs secretarial and clerical duties for the department. Manages schedules, travel arrangements and meetings. Performs special duties as assigned.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage
of Time

Physical
Strength
Code

1) Performs secretarial and clerical duties by answering telephones, taking messages, greeting visitors, typing various correspondences, forms and memos, entering data into computer, distributing mail, ordering supplies and maintaining files.	60%	L
2) Performs administrative duties by coordinating grand jury proceedings, coordinating travel arrangements for participants in court proceedings, processing payment approvals, completing various reports, preparing any legal documents, conducting staff meetings and performing special duties as assigned.	40%	L
<i><u>Physical Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy</i>		

PHYSICAL DEMANDS

Overall Physical Strength Demands:

_____ Sedentary X Light _____ Medium _____ Heavy _____ Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	O	Greeting visitors, filing, making copies
Sitting	F	Desk work, answering telephones
Walking	F	To other offices and departments
Lifting	O	Files and supplies
Carrying	O	Files and supplies
Pulling	O	File drawers
Pushing	O	File drawers
Using Fine Dexterity	F	Computer keyboard, telephone pad
Reaching	F	For files and supplies
Kneeling	R	Filing in lower drawers
Crawling	N	
Twisting	N	
Climbing	O	Stairs, step stool
Balancing	N	
Seeing	C	Reading, computer screen
Hearing	C	Communicating with personnel and the public and on telephone
Talking	C	Communicating with personnel and the public and on telephone
Using Foot Controls	O	Dictaphone

Machines, Tools, Equipment and Work Aids:

Computer and related software, copier, fax machine, telephone, printer, typewriter, Dictaphone, calculator

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS					
Dirt and Dust	N	Extreme Temperatures	N	Noise and Vibration	N
Fumes and Odors	N	Wetness/Humidity	N	Darkness or Poor Lighting	N

HEALTH AND SAFETY					
Mechanical Hazards	N	Chemical Hazards	N	Electrical Hazards	N
Fire Hazards	N	Explosives	N	Communicable Diseases	N
Physical Danger or Abuse	N	Other (specify)			

PRIMARY WORK LOCATION					
Office Environment	X	Warehouse		Shop	
Vehicle		Outdoors		Other:	

Protective Equipment Required:

N/A

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	F	Emergency Situations	R
Frequent Change of Tasks	F	Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	F	Noisy/Distracting Environment	O

JOB REQUIREMENTS

Formal Education:

Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.

Experience:

Over one year up to and including two years experience is required.

Certifications and Other Requirements:

TCLEOSE Certification

Supervisory:

N/A

Contacts

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the County who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Signatures - Review and Comment

I have reviewed this job description and find it to be an accurate description of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.