



LARAMIE COUNTY

JOB DESCRIPTION

TITLE: Legal Office Manager

FLSA: Non-Exempt

DEPARTMENT: County Attorney

REVISED:

Summary: Under general supervision, performs skilled, professional and confidential office management and legal secretarial functions to support the operations of the County Attorney's Office.

Essential Job Functions: *(Essential function, 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 positions in this class.)*

- Manages Office administrative operations; provides a wide range of paralegal and secretarial duties.
- Reviews and processes legal documents and tracks the disposition of each; prepares and processes involuntary commitment documents, and manages schedules for proceedings, hearings and pleadings.
- Assists in gathering information; prepares and follows up on legal documents; routes legal documents to defendants, attorneys and courts for processing; maintains, tracks, and updates legal information.
- Monitors technical and legal documents for accuracy, completeness, and compliance with Federal, state, and county policies and practices.
- Formats and types letters, memoranda, and various legal documents for the review, approval and use by an attorney; prepares and processes confidential and sensitive documents and maintains confidentiality; assists in developing and implementing technical filing procedures.
- Schedules and coordinates technical court calendars for Attorneys, including hearings, trials, and legal filings; coordinates activities and information with other Criminal Justice agencies and jurisdictions.
- Provides information and assistance within the scope of designated authority.
- Explains nature of County Attorney's Office programs, procedures and services to clients.
- Collects financial and administrative information and compiles data for reports.
- Notarizes documents as required.
- Performs other duties as assigned or required.



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Knowledge and Skills:

- Knowledge of research techniques and legal terminology.
- Knowledge of the basic principles of record keeping, case files and records management.
- Knowledge of principles and protocols for the management of official documents and court records
- Knowledge of the principles of legal office administration.

- Skill in researching and interpreting governmental regulations, and technical procedures.
- Skill in establishing and maintaining effective working relationships with public officials, court officers, advocates, County staff and the general public, while dealing with sensitive information.
- Skill in managing and scheduling complex legal calendars.
- Skill in drafting and completing accurate reports, legal documents and technical correspondence.
- Skill in operating a personal computer utilizing a variety of software applications.
- Skill in effectively communicating verbally and in writing.

Minimum Qualifications:

Associate's Degree; AND one (1) year of administrative support experience; OR equivalent combination of education, training and experience; legal secretary/paralegal certification preferred; must pass a thorough background investigation.