

Job Summary:

The File Clerk/Legal Assistant provides support to the Powell County Attorney, performing administrative and clerical duties as requested. The person will learn the structure of a legal case file, and learn the process of a criminal prosecution, in order to support case management. The person may communicate with the Court, with opposing counsel, law enforcement, or the public on behalf of the Powell County Attorney. The person may draft, or proofread, or process documents and correspondence. The person operates telephone and computer equipment and maintains files.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Opens and closes the office on a schedule
- Answers the main telephone and keeps track of calls and messages
- Receives the mail and inter-office correspondence and keeps track of documents received.
- Keeps electronic and physical case files up to date as new documents are added.
- Arranges or coordinates transportation of defendants between detention centers/prison
- With assistance/direction from the attorney or paralegal, prepares various types of correspondence or court documents.
- With assistance/direction from the attorney or paralegal, files and distributes a variety of legal documents
- With assistance/direction from the attorney or paralegal, receives evidence from law enforcement, and prepares it for official production/service to opposing counsel
- Attends and assists court hearings or meetings as required, taking notes as needed.
- Manages production of trial or hearing exhibits, coordinates appearance of trial or hearing witnesses. This may include arranging transportation and lodging for certain witnesses, such as issue experts.
- Manages closed files and archived files.
- Assists with research of online Montana legal sources, such as statutes and case law.
- Assists with analysis of legal documents and briefs, ensuring accurate statement and depiction of facts, case law, and precedent provided. Reports any inconsistencies or suggested revisions to the attorney.
- Performs other related duties as assigned.

Required Skills/Abilities:

- Superior organizational skills, with an understating of prioritization and attention to detail
- Superior verbal and written communication skills
- Excellent teamwork and problem-solving/trouble-shooting skills
- Excellent interpersonal skills in a variety of situations.
- Excellent work ethic, reliability
- Proficiency in electronic database, spreadsheet, and word processing software
- Ability to operate trial presentation equipment

- Ability to learn and understanding principles of law, court procedures, and the structure of the legal system.
- Proficient in Microsoft Office Suite or related software.
- Ability to maintain confidentiality, and to exercise discretion and good judgment.

Education and Experience:

- Associates Degree or equivalent
- Experience working in a professional office setting
- Experience working in a public service field

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Salary Range:

- \$12 to \$14 per hour, based on experience
- The job is 5 days a week, 6-7 hours/day, for 30 to 35 hours/week