

SEWARD COUNTY

JOB DESCRIPTION

Position: Senior Administrative Assistant

Last Revised: October 2024

Job Status: Non-Exempt; Full-time

Reports to: Diversion Director; Operations Manager

Supervisory Responsibilities: No

I. NATURE OF WORK

This is responsible administrative and clerical work of routine difficulty acting as an assistant to the Diversion Director while also assisting case managers in the operation of the Diversion program.

Work involves performing clerical and secretarial work which requires previous knowledge of general computer use. Work also involves preparing documents following accepted formats and construction, performing reception duties, distributing mail, and maintaining file systems. General supervision is provided by Diversion Director, with work reviewed in the form of accuracy, timeliness of work, and compliance with departmental policies.

II. ESSENTIAL DUTIES & RESPONSIBILITIES

- Assist in creating, arranging and distribute new client files
- Maintain case file records for each participant for reporting and statistics. Create reporting and tracking reports.
- Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet or other software programs including, but not limited to AIMS, OMNI, JCMS, Justice, Remind, and Survey Monkey
- Receives and process payments for court costs, restitution fees, and program fees. Verify and prepare deposits. Create daily, weekly, monthly, and annual financial reports. Reconcile bank statements and Treasurer's Reports. .
- Transcribe/type correspondence, memoranda, logs, and other written materials to include grant reporting.
- Coordinate education classes including creating class schedule, reserving venue, booking facilitators, registering students, preparing class materials, supervising classes and tracking attendance
- File documents and correspondence
- Locate and retrieve requested material and information from files

- Prepares, transcribes, or completes various forms, reports, correspondence, logs meeting minutes, or other documentation to include grant reporting
- Receives various forms, reports, correspondence, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate
- Receive telephone calls, determine nature of calls, and forward to appropriate party or provide general information per County Attorney's direction for Seward County Attorney's Office
- Communicates with supervisor, employees, or other departments, county officials, law enforcement personnel, judges, court officials, family members, attorneys, therapists, the public, outside agencies, and other individuals as needed regarding the participants' activities or to coordinate work activities, review status of work, exchange information to resolve problems.
- Distribute incoming mail
- Fax and receive/disburse faxes
- Greet and directs visitors
- Operate and maintain office equipment including computers, printers, fax, scanners, and postage machines.
- Maintain computer Word processing, calendar, and database files

III. OTHER NON-ESSENTIAL DUTIES

- Photocopy
- Continue professional growth by reading, attending in-service training and participating in seminars and staff meetings
- Other duties as assigned

IV. REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of modern office practices, methods, and procedures
- Knowledge of office terminology, spelling, punctuation and grammar, as well as various forms and documents
- Ability to maintain routine records and files including computer word processing and database files
- Ability to perform routine administrative detail independently including the preparation of letters, reports and memoranda.
- Ability to establish and maintain effective working relationships with county officials, other employees and the general public.
- Ability to interpret rules, regulations and policies and to make decisions in accordance with established precedent.
- Ability to communicate effectively both orally and in writing

V. DESIRABLE TRAINING AND EXPERIENCE

- Graduation from senior high school supplemented by course work in business education, business management or related field plus considerable experience in a responsible supervisory or office management position.
- Experience working in administrative/office setting

VI. MINIMUM QUALIFICATIONS

- Must be at least 19 years of age
- Must be able to legally work in the United States
- High school diploma or equivalent
- Valid driver’s license
- College course work in criminal justice, human services, or related fields

VII. WORKING CONDITIONS & PHYSICAL EFFORT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. **This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.**

VIII. OTHER

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.

Employee Acknowledgment of Job Description

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the County’s Personnel Manual is a contract for employment.

Employee Signature

Date

HR Director/ Supervisor Signature

Date

SEWARD COUNTY

JOB DESCRIPTION

Position:	Legal Secretary I/ Paralegal I
Last Revised:	10/2024
Job Status:	Non-exempt; Full-time
Reports to:	County Attorney or Deputy County Attorney; Chief Legal Assistant; Office Manager
Supervisory Responsibilities:	No supervisory responsibilities

I. GENERAL FUNCTIONS

This is responsible legal secretarial and clerical work of moderate difficulty.

Work involves responsibility for performing legal clerical and secretarial work which requires previous knowledge of general legal terminology and legal forms and documents. Work also involves preparing legal documents following accepted formats and construction, performing reception duties, distributing mail and maintaining file systems.

General supervision is provided by an attorney or administrative superior, with work reviewed in the form of accuracy, timeliness of work and compliance with departmental policies.

II. ESSENTIAL DUTIES & RESPONSIBILITIES

- Create, arrange, distribute, and close client files
- Oversee STOP Class enrollments and completions
- Verify no registration tickets for defendants, per County Attorney direction
- Draft/type correspondence, memoranda, legal proceedings, and other written material per attorney direction
- File legal documents and correspondence; locate and retrieve requested materials and information from files, prepare court lists
- Receive telephone calls, determine nature of calls, and forward to appropriate party or provide general information per office policy; greet visitors and direct to appropriate court room or individual
- Arrange client appointments and court events with support staff and attorneys
- Open and distribute incoming mail
- Photocopy, fax and receive/disburse faxes
- Enter, update and retrieve information from a computer terminal/maintain computer word processing, calendar and database files

- Scan documents for records retention

III. OTHER NON-ESSENTIAL DUTIES

- Greet visitors and direct to appropriate location or individual
- Other duties as assigned

IV. REQUIRED KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of modern law practices, methods, and procedures
- Knowledge of legal terminology, spelling, punctuation and grammar, as well as various forms, documents and pleading
- Some knowledge of the scope of the various courts and their respective rules
- Ability to maintain routine legal records and files including computer word and processing and database files
- Ability to prepare routine legal documents
- Ability to establish and maintain effective working relationships with co-workers, attorneys, and the general public.
- Ability to understand and follow complex oral and written instructions.
- Ability to communicate effectively both orally and in writing.

V. MINIMUM QUALIFICATIONS

- Must be 19 years of age or older
- Must be able to legally work in the United States
- Must have a high school diploma or GED
- Experience performing legal clerical and secretarial duties for a practicing attorney or in a related legal office capacity.

VI. WORKING CONDITIONS & PHYSICAL EFFORT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

VII. OTHER

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.

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Employee Signature

Date

Human Resources Signature

Date