**Senior Legal Assistant I**

**Grade: 7**

**FLSA: Non-Exempt**

**Date: 01/23**

**Job Summary:** Performs legal administrative and secretarial work; Assists community service and restitution coordinator; Performs other duties as assigned.

**Essential Functions:**

1. Ensures that all cases are assigned trial and hearing dates;
2. Ensures that all rescheduled cases comply with the statutory-time requirement;
3. Coordinates and assigns the States Attorney’s files with the appropriate case number;
4. Tracks the movement of each case through all court actions;
5. Drafts orders, pleadings, and other legal documents and obtains relevant signatures;
6. Interviews and meets with witnesses, victims, custodial parents, etc., to determine what court action is necessary and drafts the appropriate pleading;
7. Tracks and reviews major and complex felony prosecutors with Chief Prosecutor;
8. May supervise and advise other Legal Assistants and part-time Student Interns;
9. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government policies and procedures;
2. Ability to effectively communicate with other staff, attorneys, victims, witnesses, custodial parents, and the public in a courteous manner;
3. Ability to make decisions in accordance with established laws, and Federal Guidelines, and to apply departmental policies to daily work problems;
4. Ability to understand and follow complex oral and written instructions;
5. Ability to work independently on tasks and maintain records;
6. Ability to plan, organize, and execute continuing assignments accurately, with minimum instruction or review;
7. Effective business English, grammar, legal terminology, and math skills.

**Education and Experience:**

1. Associates degree;
2. Three years or more of related experience;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves high risks with exposure to potentially dangerous situations, which require a range of safety and other precautions, e.g., aggressive human behavior, or similar situations where conditions cannot be controlled.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

HR Representative Date

Your signature below indicates that you have received a copy of this position description.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature Date