



## PRINCE GEORGE COUNTY, VIRGINIA

July 2018

### SENIOR LEGAL ASSISTANT

*FLSA Status: Non-Exempt*

#### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs advanced and complex legal and administrative work in the County Attorney's office. Work is performed under the general supervision of the County Attorney, but much of the work is independent.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

#### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Providing legal secretarial and legal services; maintains County attorney's calendar; prepare draft documents; prepare and maintain legal files and records, some of a confidential nature.**

*(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Assembles background materials and related materials for meetings of the Board of Supervisors under the direction of the County Attorney;

Searches files to compile relevant source materials for background reports;

Prepares legal notice advertisements for Board of Supervisors' public meetings;

Performs general legal research under the direction of the County Attorney;

Reviews plats, deeds and surveys for County real estate conveyances;

Performs title search of land records for property located in Prince George County;

Prepares all deeds, easements, and the like for transfer of County land; Prepare settlement statement with computation of figures;

Responsible for ongoing management of County's Indoor Plumbing Rehabilitation Program;

Reviews and researches appropriate land owner in preparation of Inoperable Vehicle notifications; prepare and distribute notices legally required to real property and personal property owners advising of legal action if vehicles remain in non-compliance; letters to real estate owners if vehicles are towed; letter to towing company directing towing company to salvage the vehicles; letter to property owner advising of outstanding balance owed to County for non-compliance of inoperable vehicle; ensure compliance with state law and required timelines;

Prepares necessary paperwork to institute civil collection of outstanding balances for restitution owed to the County; ascertains copies of underlying convictions; prepare letters to DMV to suspend license after collecting abstract of judgment from Court; prepare letter to Court releasing judgments as appropriate; ensure compliance with state mandates;

Ensures the confidentiality of sensitive documents and information;

Responds to requests under the Freedom of Information Act for County Attorney's signature;

Drafts responses to subpoena *duces tecum* requests for County Attorney's signature;

Serves as a liaison, and work collaboratively, with other county offices and agencies;

Maintains confidential records and files;

Forwards Ordinances adopted by Board of Supervisors to Municipal Code for inclusion in the County Code;

Maintains the County Code and other legal publications including, but not limited to, distribution of Ordinances and Supplements to all County Code Recipients;

Prepares correspondence and legal papers including briefs, opinions, proceedings, orders, complaints, decisions, contracts, ordinances, resolutions, commitments, affidavits and other documents;

Assists in the preparation of budget; code and approve all invoices for payment;

Responsible for preparing travel reimbursement forms;

Ensures appropriate handling of highly complex and sensitive information and perform public relations when necessary;  
Accurately records and prepares official documents and materials;  
Complies with public record access and retention requirements for those documents;  
Serves as liaison between other public and private offices;  
Provides information to the public and direct requests to proper staff member;  
Participates in emergency response operations as required in a declared emergency by County officials;  
completes NIMS training as a condition of employment;  
Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of legal office practices, procedures, legal drafting, research and secretarial techniques; thorough knowledge of departmental and county functions, organization and polices; general knowledge of the functions and policies of the courts, State and Federal agencies; thorough knowledge of legal terminology, forms and spelling; ability to establish effective working relationships with others; ability to organize and perform work independently; ability to lay out and type complex forms and tables; ability to make arithmetic calculations; ability to type, take and transcribe dictation at a reasonable rate of speed; ability to deal effectively with other employees and the general public.

**EDUCATION AND EXPERIENCE:**

Four-year undergraduate Degree and experience working in a law office preferred.