

MINERAL COUNTY ATTORNEY'S OFFICE

300 River Street
P.O. Box 339
Superior, MT 59872
(406) 822-3535



POSITION: ADMINISTRATIVE ASSISTANT

BASE RATE: \$12.00 per hour

STATUS: 24 hours/week, flexible schedule

DEPARTMENT: Mineral County Attorney's Office

SUPERVISOR: County Attorney

The Administrative Assistant for the Mineral County Attorney's Office provides direct assistance to all staff within the County Attorney's Office and is a liaison to all other departments and the public.

Minimum Requirements:

High school diploma or equivalent, office experience preferred, with any legal experience a plus. This position may require working non-traditional hours, particularly around trial schedules. A valid driver's license and method of transportation are mandatory, as local errands and attendance at trainings may be required. The successful candidate shall furnish a copy of liability insurance for the vehicle to be utilized for any work travel to Mineral County on or before the first day of employment.

Representative Examples of Duties:

(This Job Description is not intended to be exhaustive, but instead to be representative of job duties that may be required to be completed by this position).

- Initial contact person for the CA's Office; phone answering, returning calls, and message-taking. This requires the ability to prioritize in-coming information and juggle multiple requests while remaining professional and courteous

- Open files for civil and criminal matters
- Calendar all important dates and develop and maintain a system to accurately track all Court calendaring
- Print all Minute Entries from District Court and provide to assigned attorney
- Draft standard correspondence and general Court conditions, motions and orders
- Notify individuals and schedule interviews in cases, as requested
- Filing, scanning, e-mailing, faxing duties, to include digitizing all paper criminal files
- Maintain office supplies, re-stock and re-order, as needed
- Complete Invoices, Mileage Reimbursements, and payments for any outstanding bills
- Notify departments when staff will be out of the office for training; compile training manuals for County Attorney Conferences and book hotel rooms for staff, as needed
- Make sure Judgments and Charging Docs are in Revocation files, along with Pre-Sentence Investigations, Petitions, and Reports of Violation
- Assist with trial preparation, to include marking and copying exhibits; verifying witness availability; and setting up, taking down equipment used in evidence presentation during trial
- Close Court files, including moving from “open” to “closed” on “W” drive; scanning and moving closed cases to closed file cabinets; thinning out cabinets, as needed
- Develop and maintain a tracking system of evidence from all criminal cases; once the case is closed/adjudicated, review the evidence with the prosecuting attorney and law enforcement agency and determine how evidence will be returned/destroyed
- Assist Legal Assistant/Paralegal, as needed

This position requires a high level of confidentiality and the ability to multi-task in an often fast-paced office. The Administrative Assistant will be required to work closely with law enforcement, county commissioners, and other department employees.

A minimum 3-month probationary period should be expected.

Physical/Environmental Demands:

The work is primarily performed in an office setting but involves frequent walks to city and county offices. Some lifting of up to 20 pounds may be required when transferring/destroying/saving court files.