



# Brown County

25 Market Street  
Aberdeen, SD 57401

[www.brown.sd.us](http://www.brown.sd.us)

## Legal Assistant/ Paralegal

Public Defender's Office

Wage: \$20.87/hour

Opening date: 04/25/2025

Closing date: 05/25/2025

### JOB SUMMARY

This position provides administrative support for the attorneys in the Public Defender's Office.

### MAJOR DUTIES

- Coordinates comprehensive case management including opening and closing files; requesting discovery; drafting documents; contacting Court Administration, Clerks of Court and State's Attorney's Office.
- Serves as a primary point of contact with clients, providing updates and gathering information.
- E-files documents with both the Court and in the case management system.
- Aids in the preparation and completion of reports for the Court, Court Administration, Clerks of Courts, County Auditor and County Commission.
- Provides administrative support to attorneys as needed, including but not limited to court hearings, county and committee meetings and the running of the Public Defender's Office.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of court procedures and legal terminology.
- Knowledge of modern office principles and practices.
- Knowledge of customer service principles and practices.
- Knowledge of computers and job-related software programs.
- Skill in the preparation of reports.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

Equal Opportunity Employer

## **SUPERVISORY CONTROLS**

The Chief Public Defender assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## **GUIDELINES**

Guidelines include ICWA procedures, South Dakota codified laws, and county and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of related administrative duties. Strict deadlines and frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide administrative support for department operations. Success in this position contributes to the efficiency and effectiveness of those operations.

## **CONTACTS**

- Contacts are typically with co-workers, attorneys, court personnel, law enforcement officers, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position may supervise assigned personnel.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work and/or a high school diploma.

## **APPLY BY**

Submit Brown County application and or resume to:

Brown County  
Human Resources  
25 Market St.  
Aberdeen, SD 57401

Fax: 605.725.2355

Email: [Humanresources@browncounty.sd.gov](mailto:Humanresources@browncounty.sd.gov)  
[Allison.Tunheim@browncounty.sd.gov](mailto:Allison.Tunheim@browncounty.sd.gov)