



Brown County

25 Market Street
Aberdeen, SD 57401
www.brown.sd.us

Legal Assistant

State's Attorney

Wage: \$20.26/hour

Opening date: 03/05/2024

Closing date: 03/19/2024

JOB SUMMARY

This position provides administrative support for the attorneys in the State's Attorney's Office.

MAJOR DUTIES

- Organizes Grand Jury dockets and prepares documents for the Grand Jury; sets up Grand Jury room by organizing tables and chairs; sets up recorder.
- Answers telephone and greets visitors; provides information and assistance.
- Conducts and maintains discovery for felony and misdemeanor files as needed.
- Prepares notices and serves parties in abuse and neglect cases; files orders from abuse and neglect hearings.
- Receives and processes juvenile case reports; prepare summons and petitions for juvenile court; schedules court dates.
- Receives and processes incoming misdemeanor and felony reports.
- Receives bond forms for arrested individuals.
- Enters a variety of information into databases.
- Proofreads motions and orders.
- E-files documents, including motions, orders, and dismissals.
- Assists with trial preparation by creating trial binders.
- Prepares subpoenas.
- Provides administrative support to attorneys as needed.

Equal Opportunity Employer

- Prepares court scheduling orders.
- Attends court and takes notes.
- Runs criminal history reports
- Performs related duties.

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.

SUPERVISORY CONTROLS

The Chief Legal Assistant 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

None.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to a high school diploma.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

APPLY BY

Submit Brown County application to:

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

Fax: 605.725.2355

Email: Humanresources@browncounty.sd.gov

Email: Allison.Tunheim@browncounty.sd.gov