



## CALHOUN COUNTY, ALABAMA

### JOB DESCRIPTION

#### **Legal Assistant**

**Department:** County Commission

**Reports to:** County Attorney

**Class:** Non-Civil Service; FLSA – Non-Exempt

**Pay:** Range 14, Hire

Please email resume to [hr@calhouncounty.org](mailto:hr@calhouncounty.org)

**Note:** Statements included in this description are intended to reflect the general duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

#### **JOB SUMMARY**

The Legal Assistant will perform administrative tasks and services to support effective and efficient operations of the County's Legal Department.

#### **ESSENTIAL FUNCTIONS**

The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

- Composes letters, memorandums, develops charts, graphs, and diagrams.
- Answers telephone, takes messages and answers inquiries within assigned scope.
- Schedules appointments, meetings, and maintain calendars aligning supervisor's time.
- Responsible for having legal documents properly executed, distributing copies to proper recipients, and having documents recorded in the proper locations when required.
- Assists the County Attorney's Office with preparation of contracts, contract renewals, road vacations, property acquisitions, voting location changes, etc.
- Maintains confidential files, including but not limited to, files regarding lawsuits against Calhoun County, its elected officials, and employees.
- Provides assistance to the County Attorney's Office in researching matters, filing, and maintains confidential files.
- Prepares and distributes correspondence for the County Attorney's Office.
- Provides administrative support for special appropriations by the County Commission, and management of various grants awarded to the County Commission or County.

- Screens for legal compliance applicants for appropriations of special funds by County Commission.
- Prepares draft contracts for services between Calhoun County and recipient of special appropriations by County Commission, responsible for proper execution of contracts and distribution of copies as required, requests and review of audits from recipients and if necessary additional documentation to document proper use of funds and prepares requests for refund of funds when necessary.
- Works closely with Program Managers to ensure compliance with terms of grants as specified by the awarding agency, including, but not limited to reporting requirements, draw down of funds, reconciling draw request to amount received, and solving discrepancies, maintaining files, and if and as necessary or requested participate in audit if programs by awarding agencies.
- Assist with the financial management of all grants, including, but not limited to converting. Grant budgets to comply with the Chart of Accounts maintained by the County Commission's financial management software, processing payable requests for expenditures from grants, and monitoring grant matches, if any, whether cash, in-kind or thereof.
- As directed, attends training seminars provided by grant awarding agencies, and provided by other sources, and receives in-house training on use of the County Commission's financial management software, purchasing procedures, travel reimbursement policies, capital asset, and inventory policies.
- Performs other duties as assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software.
- Proficient with or the ability to quickly learn

### **EXPERIENCE AND TRAINING**

- Prior related office experience preferred.
- Prior related experience maintaining the integrity and confidentiality of files and records.
- Prior education in related field.
- HSD or GED.
- Valid Alabama driver license.

### **WORK ENVIROMENT**

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 25 pounds at times.