



DAWSON COUNTY GOVERNMENT  
25 Justice Way, Suite 2233  
Dawsonville, GA 30534  
(706) 344-3501

## **LEGAL ASSISTANT**

DAWSON COUNTY PUBLIC DEFENDER'S OFFICE

Full-Time/Hourly/Non-Exempt

### **JOB SUMMARY**

This position is responsible for providing administrative support to the attorneys and other staff of the Public Defender Office. Duties and responsibilities include, but are not limited to, overseeing the daily administrative activities of the department; maintaining files, appointment calendars; receiving and disseminating calls, mail, messages and other correspondence.

### **ESSENTIAL DUTIES**

- Draft and independently prepare initial legal documents, pleadings, orders, modification orders and other material of a legal, often confidential, nature from brief verbal instructions, legal research, notes, or personal knowledge.
- Prepare, file, and electronically file, with the Clerk of Superior Court's Office and the Office of the Superior Court a wide variety of necessary trial documents, reports and records.
- Assist in preparing and maintaining calendars; schedules and confirms appointments, meetings, and interviews.
- Review, print, organize discovery for the attorneys in active criminal cases.
- Scan documents and records into the Public Defender electronic filing system JCATS.
- Provide courtroom administrative and legal support to the assistant public defenders.
- Interview and qualify applicants for appointed counsel pursuant to the guidelines and regulations of the Indigent Defense Department
- Answers the telephone; screens and directs calls; provides information as needed.
- Distributes documentation between department staff members, and both internal and external individuals/agencies; distributes incoming faxes or other documents to appropriate personnel.
- Sort, organize, open, and/or distribute incoming mail; processes outgoing mail; and copies and distributes forms, reports, correspondences, schedules, agendas, or other documentation.
- Performs secretarial duties: type correspondence, memoranda
- Greets clients and the public and ascertains their concerns, in person and on the phone.
- Provides information regarding the Public Defender Office procedures and practices to defendants, and the general public.
- Maintains various logs, statistical reports, and lists as required.
- Performs other related duties as assigned.

## KNOWLEDGE / SKILLS / ABILITY

### KNOWLEDGE OF:

- Legal terminology and associated documents.
- Court procedures and practices.
- Modern office practices and procedures.

### SKILLED IN:

- Operating office equipment such as computer, copier, facsimile machine, and calculator.
- Typing.
- Organization; establishing and maintain records.
- Skill in interpersonal relations.
- Skill in oral and written communication.

### ABILITY TO:

- Use judgement in routine and non-routine situations.
- Plan, organize, and/or prioritize daily assignments and work activities.

## COMPLEXITY

The work consists of related administrative and secretarial duties.

## CONTACTS

Contacts are typically with co-workers, lawyers, judges, and the general public. Contacts are typically to give or exchange information, resolve problems, and provide services.

## ADA MINIMUM REQUIREMENTS

**Scope of Performance:** The purpose of this position is to provide administrative and secretarial support to the attorneys and staff of the Public Defender Office. Successful performance contributes to the smooth and efficient operation of the office.

**Physical Ability:** The work is typically performed while sitting at a desk or table. The employee must occasionally lift light and heavy objects, up to 5 pounds regularly and up to 25 pounds occasionally. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Clear hearing and speech are required.

**Environmental Factors:** The work is typically performed in an office setting. Fast paced, requiring flexibility in handling a variety of functions simultaneously.

**MINIMUM QUALIFICATIONS**

- Applicant must possess a high school diploma or GED equivalent plus a minimum of two years' experience in a related field; or any equivalent combination of education and experience which provides a sufficient level of understanding of the essential duties of the position.
- Specialized training in the field of work, in addition to basic skills typically associated with an associate degree in a related field preferred.
- Microsoft office proficient.
- Interact with the public in a professional and courteous manner and provide good customer service.
- Possess exceptional interpersonal communication, data entry and organizational skills as well as excellent written and verbal communication skills
- Possess a valid Georgia driver license and maintain a satisfactory Motor Vehicle Record (MVR).
- Applicant must be able to pass a background check and drug screening.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_