



# **BINGHAM COUNTY**

Is Recruiting for the Position of

## ***LEGAL ASSISTANT/VICTIM WITNESS COORDINATOR/ASSISTANT OFFICE MANAGER — Prosecutor's Office July 18<sup>th</sup> 2025***

**Salary: Starts at \$19.45/hour - DOQ/DOE**

**Fulltime: County Benefits Included**

**Including 13 Paid Holidays, 6 Weeks Paid Parental Leave, Health Insurance, Public Employee Retirement System of Idaho (PERSI)**

**Closing date: Open until filled**

Pay Grade: N17

FLSA Designation: Non-Exempt

### **Purpose Of Class/Primary Function**

The principal function of an employee in this class is to provide lead secretarial and assistant administrative support for the County Prosecutor's Office. This position requires previous secretarial or manager experience. Prior specific knowledge of court systems, proceedings, legal documentation and legal terminology is preferred at the beginning of employment, but required within a reasonable period of time after beginning employment. The position answers, screens, and refers phone calls; coordinates all victim and witness appearances; transcribes dictation; prepares court documents; works with victims on restitution; sets up and maintains computer and hardcopy files, and assists the supervisor or other staff in varied assignments. In addition, this position works directly with the office manager to provide support with the administrative duties of the office manager as directed. In the case of sickness or absence the assistant office manager steps in to assist in those duties as assigned by the office manager or Prosecuting Attorney. The assistant office manager also receives training from the office manager as to the duties of that position. Those duties will include assisting the office manager with the induction and training of new employees and demonstrating the skills required for those positions. The work is performed under the supervision of the Office Manager, but some latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in an office environment. Reasonable accommodations will be considered for qualified individuals with disabilities to perform the essential functions of this role.

### **Essential Duties and Responsibilities (will vary by assignment)**

#### **Secretarial**

- Performs data entry, faxing, typing, filing, mailing and document distribution duties;
- Uses various software applications and/or maintains a database of information;

- Receives information regarding investigations and ongoing cases and creates computerized and hard copy files;
- Collects information pertaining to criminal cases, such as police reports and criminal records; collects other information that is needed for each case as may be assigned by the case attorney to be collected;
- Sets up files; gathers appropriate reports and other documents from law enforcement;
- Prepares court documents such as complaints, motions, jury instructions, and hearing notices;
- Performs case file management by filing and performing other tasks necessary to keep case files current and in compliance with office policies;
- Transcribes dictation from attorneys, typically including letters or tasks
- Provides victim assistance in the form of providing letters, forms and applications regarding their rights, victim compensations fund, and restitution; explains restitution process to victims and advises them on submitting restitution requests; educates victims regarding the court process; acts as liaison between victim and attorney
- Maintains attorney calendars, to include scheduling court hearings in software; schedules and calendars meetings between attorneys and other persons;
- Provides customer service, which includes answering telephones; communicating with persons who appear at the office with questions and inquiries; answering inquiries for information from the public and other agencies; directing inquiries to the appropriate individual or department;
- Closes out and archives case files in accordance with office purging procedure and schedule, as well as in accordance with Idaho law;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices;
- Maintains strict confidentiality.

#### **Other Duties and Responsibilities**

- Assists the Office Manager in tasks assigned by the manager;
- Receives training regarding the duties of office manager
- Provides training and induction of new employees
- Fills in for the office manager during his/her absence as directed by the manager and Prosecuting Attorney
- Assists other staff with assignments and duties as necessary;
- Orders office supplies;
- Performs other related duties as required.

### **Competency Requirements**

Knowledge of:

- Customer service principles, procedures, and objectives;
- Court rules, policies and protocols;
- Operation of standard office equipment, personal computer, and job-related software applications for word processing, spreadsheets, and other required applications;
- English grammar, spelling, and punctuation;
- Record keeping and filing practices and procedures;
- Current office practices and procedures.

Ability to:

- Follow written and oral instructions;
- Operate standard office equipment and personal computer using program applications appropriate to assigned duties;

- Maintain records efficiently and accurately;
- Analyze financial data and prepare summaries;
- Perform duties and responsibilities independently;
- Research information and data and accurately report that information in documents;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Evaluate and analyze customer needs to provide exceptional customer service;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Work well and stay focused under pressure;
- Communicate effectively both orally and in writing;
- Establish and maintain effective working relationships with fellow employees, supervisors, County administrators, and the public;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks;
- Maintain confidentiality of information processed or prepared.

### **Acceptable Experience and Training**

- High school diploma or GED equivalency is required and advanced training in law office practices or general business classes is preferred, and
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties and responsibilities of the classification.

### **Special Qualifications**

- Two (2) years of secretarial/administrative experience in a law office or certification as paralegal is preferred

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, which permits the employee to discern verbal instructions, transcribe dictation, and to communicate effectively in-person and on a telephone;
- Sufficient visual acuity, which permits the employee to comprehend written work instructions, to enter data into computerized systems, and to prepare requested documents and reports;
- Sufficient manual dexterity, which permits the employee to operate a personal computer and other related office machines;
- Sufficient personal mobility, flexibility, and balance, which permits the employee to work in an office environment, and perform repetitive motions in fingering and hand/wrist/arm movements.
- Related job tasks may require, lifting or moving up to 30 pounds occasionally, and stooping, bending, crouching and reaching.

## **Benefits**

- Bingham County offers a highly competitive benefits package including membership in the Public Employee Retirement System of Idaho (PERSI), paid time off, holiday pay, paid parental leave, as well as medical, dental, vision and life insurance. If you would like to view all of the benefits Bingham County offers our full-time employees, please visit our website: [www.binghamid.gov](http://www.binghamid.gov), then click on Human Resources and that will take you to our web page and on the left side you will see “Employee Benefits”, if you click on this you will see our Benefits page.

## **How to Apply**

- A job description and the **Application** may be picked up at the Bingham County Courthouse, Department of Human Resources, Room 223 or you may find the application on our website: [www.binghamid.gov](http://www.binghamid.gov). When you have completed the **Application** and have attached all of the required documentation, you may submit it by bringing it to the address listed above, or you may mail it to this address: 501 N Maple #202, Blackfoot, Idaho 83221. If you choose to mail it, it must be received in the office by 4.00pm on closing day, if there is one. You may also fax the paperwork to (208) 782-2681 or email it to L.Pope: [lpope@binghamid.gov](mailto:lpope@binghamid.gov) by the closing date and time.
- The back page of the **Application** is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public. You may bring a picture ID with you to the Courthouse and Laraine Pope in HR will notarize this page for you.

## **Items that must be attached to the Application**

Resume
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