

**HUMAN RESOURCES COMMITTEE
AGENDA
APRIL 29, 2019 5:30 PM – ROOM 200**

1. Call to Order
2. Discussion regarding a request from the County Attorney to establish the full time position of Administrative Assistant to the County Attorney. Currently this is a part-time position. This positions has been rated by JESAP standards. The request letter from County Attorney Howard along with the Position Description is attached for review.

MIMIMUM	MIDPOINT	MAXIMUM	JESAP RATE	REQUESTED SALARY
\$26,812	\$33,515	\$40,218	616	\$31,200

3. Other Business.
4. Adjourn.

John Howard

Garland County Attorney



April 23, 2019

Garland County Human Resources Committee
Thomas Anderson, Chairman

Darryl Mahoney
Garland County Judge

Re: Full-time legal assistant position
Garland County Attorney's Office

Dear Chairman Anderson, Committee Members and Judge Mahoney:

This is to request the creation of a full-time legal assistant position for the Garland County Attorney's Office.

Currently, I have a part-time legal assistant. This request is not to add another position, only to convert the existing part-time position to full time. Prior to May 2018, the county attorney's role was filled by a part-time contract attorney. Since becoming a staff position, the role and duties of the county attorney have expanded significantly. As the elected officials and department heads have become accustomed to having an attorney available, requests for advice and opinions and general inquiries have steadily increased to the point where a full-time assistant is necessary.

Having a full-time assistant will allow me to devote the bulk of my time to dealing with the county's legal issues, rather than covering administrative and clerical work when my part-time assistant is not on duty. I am available to discuss at your convenience.

Feel free to contact me if you have questions or need additional information.

Thank you.

Sincerely,

/s/ John Howard

John Howard
Garland County Attorney

CC: Judge Mahoney

(501) 651-7775 • jhoward@garlandcounty.org
501 Ouachita Avenue • Garland County Court House
Hot Springs National Park, Arkansas 71901

Garland County
Position Description

JOB TITLE: Administrative Assistant to the County Attorney

Exempt(Y/N): No

Department: County Attorney

Date Prepared: April 2019

Supervisor: County Attorney

SUMMARY:

The Administrative Assistant to the County Attorney is to provide specialized secretarial and legal assistance as requested by the County Attorney. This individual has the responsibility of assisting the County Attorney in the daily functioning and administration of his office and in the preparation of cases for trial in order to maintain continuity and serve as a liaison between the County Attorney, the public, county elected officials, department heads and employees, and other county and state offices. Highly complex clerical and secretarial skills and experience are a necessity, as well as a high initiative to compose and complete pleadings and correspondence as needed. This position must promote a high level of professionalism as this individual will have considerable public contact in maintaining public relations for the office of County Attorney, via telephone, other county, city and state agencies, the general public, various vendors and all individuals involved in Garland County's civil legal matters. The Administrative Assistant will be under the direct supervision of the County Attorney only and shall perform all tasks as directed by the County Attorney.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned by the County Attorney:

1. Provide specialized secretarial services to the County Attorney as needed and ordered, consisting of composing, typing, and filing routine and complex forms, pleadings, and correspondence.
2. Screen calls and arrange appointments for the County Attorney.
3. Respond to incoming mail at the direction of the County Attorney.
4. Compile and disseminate information as needed.
5. Acknowledge and calendar trial dates, events, and meetings.
6. Attend meetings and court as needed to provide support services for the County Attorney.
7. Be responsible for case management as directed to include:
 - a. Draft preparation, filing, obtaining service, distribution and follow-up on pleadings, subpoenas, orders, correspondence with counsel and the court, etc.;
 - b. All other services as needed from beginning of litigation to conclusion.
8. Conduct all liaison activities in a professional manner to ensure maximum cooperation between the County Attorney, elected officials, the public and other county and state offices.
9. Promote confidence in Garland County and the County Attorney's office.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE;

Minimum of high school diploma or general education degree (GED); must have extensive knowledge of legal procedure and the justice system; must have a minimum of six (6) years Legal Secretary experience or similar experience in legal administration in the public or private sector; experience in general office management is mandatory.

OTHER SKILLS AND ABILITIES:

1. The diversity of activities in this office and the requirements that will be asked by the County Attorney of his Administrative Assistant require organizational skills and the ability to work under pressure with a constant awareness that all actions are subject to scrutiny by the public.
2. Must possess excellent communication and human relations skills and the ability to get along and work with all types of individuals in various emotional states.
3. Must have extensive knowledge of the legal system and an understanding of legal terminology and judicial proceedings.
4. Must have a high level of independent judgment and the ability to make appropriate plans of action as called upon.
5. Must be able to work independently, efficiently and with initiative and ingenuity.
6. Must have an exceptional knowledge of proper English and have strong writing and verbal communication skills.
7. Must have extensive knowledge of office procedures, regulations, and operations.
8. Must have the ability to maintain effective working relationships with top-level administrators, officials, staff within all departments, and the public.
9. Must have strong analytical/problem solving abilities to analyze facts, statements and evidence.
10. Must have the ability to deal effectively with the public in receiving and giving information, screening calls, referring calls, and arranging appointments for the county attorney.
11. Must have an exceptional ability to compose effective correspondence and legal pleadings.
12. Must be reliable, trustworthy, honest, and able to accept responsibility.
13. Must have an extensive knowledge of modern business procedures, regulations, and office equipment, including computers, and be willing to be trained to keep operations current.

14. Must be familiar with law enforcement agencies and municipalities and civil remedies.
15. Must have the ability to learn new tasks readily.
16. Must have the ability and initiative to carry out the oral and written instructions of the County Attorney.

TECHNICAL SKILLS:

Extensive experience in the operation of computers, copiers, facsimile machines, and other office equipment is mandatory.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use their hands to type, write, and use equipment. This individual must have the ability to speak, hear, see, stand, walk, sit, stoop, kneel, crouch and reach.

The employee is occasionally required to lift and/or move up to ten (10) pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.