



Charles County Sheriff's Office



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

PT LEGAL ASSISTANT

Division: Office of the Sheriff
Section: Office of the General Counsel
Pay Grade: 1F
FLSA Status: Non-Exempt
Classification: Part-Time
Updated on: December 2024

JOB SUMMARY

This **part-time** position provides office support to the Office of the General Counsel. Work involves varying assignments, to include creating training videos, maintaining databases, and organizing records. The employee receives general supervision from, and reports directly to, the Deputy General Counsel. Work is evaluated through observations, conferences, and reports.

ESSENTIAL JOB FUNCTIONS

This is a generalized job description. Specific duties and responsibilities may vary, depending on the assigned location. Duties and responsibilities may be added, deleted, or changed at any time at the direction of management, formally or informally, verbally or in writing.

- Provide administrative and clerical support to the Office of the General Counsel.
- Obtain information, conduct legal research, compile data for reports, and assist with creating PowerPoints, videos, and other training materials, as directed.
- Assist the attorneys in the Office of General Counsel with investigating various problems, claims, or other issues by accessing and researching Agency, court, public, and other outside agency documents and materials.
- Maintains case activity record using computerized case management system: enters case information and activity and updates and corrects data as necessary.

- Receives and assists visitors to the office; queries visitors and directs them to appropriate staff or offices; answers substantive questions regarding office/department operations for the purpose of facilitating the use of services.
- Maintains management files and records; ensures confidentiality of files and records and uses discretion in controlling access to and release of information.
- Perform other related duties, as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or an acceptable equivalency diploma (GED).

Licenses or Certifications:

- Must possess a valid driver's license.
- Must be able to be certified under the Criminal Justice Information System (CJIS) Certification Program for access into the State and Federal computer networks.

Special Requirements/Qualifications:

- Must pass a comprehensive background investigation.
- Must pass random drug screening.
- Must report for duty in a regular and punctual manner.
- Must perform work in accordance with sound safety practices.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices, rules and regulations found in Standard Operating Procedures (SOP), and other manuals pertinent to the assigned job classification.
- Possess knowledge of secretarial procedures and practices.
- Read, write, comprehend, and speak English in a clear, effective manner, using proper pronunciation, and grammar.
- Communicate effectively and coherently with other Agency personnel and the public, either in person or by telephone.
- Knowledge in the use of office equipment such as computer, fax, and copy machines.
- Ability to utilize a high level of discretion, good judgment, and confidentiality.
- Ability to establish and maintain effective working relationships with coworkers and supervisors.
- Ability to appropriately accept supervision, criticism, and evaluation.
- Ability to exhibit and maintain professional decorum at all times.
- Ability to maintain a high level of accuracy in assigned tasks.
- Ability to organize and determine priorities of diverse assignments.
- Ability to perform a variety of secretarial assignments requiring considerable accuracy.
- Ability to enter and retrieve data from the computer system.
- Ability to read and comprehend various documents.
- Exhibit sensitivity to people from varying ethnic, religious, sexual, and socioeconomic backgrounds.
- Deal tactfully, effectively, and equitably with people, both within and outside the Agency.

- Read computer screens and be able to distinguish colors.
- Climb a step stool or stoop down to reach file drawers just above or below arm level.
- Manipulate keys and keyboards, file drawer latches, and file folders (locating, removing, inserting).

PHYSICAL DEMANDS

The work is sedentary with frequent periods of sitting for prolonged periods of time, answering the telephone and operating computer equipment. Must be able to read computer screens and be able to distinguish colors; climb a step stool or stoop down to reach file drawers just above or below arm level; manipulate keys and keyboards, file drawer latches, and file folders (locating, removing, inserting).

WORK ENVIRONMENT

Work is performed in an office setting with frequent interruptions.