



Montana Association of Counties

Serving Montana Counties Since 1909

2715 SKYWAY DRIVE, SUITE A, HELENA, MT 59602

(406) 449-4360 Fax (406) 442-5238

www.mtcounties.org

POSITION DESCRIPTION

MACo Defense Services Legal Assistant

POSITION TITLE	Legal Assistant - Defense Services
DEPARTMENT/DIVISION	MACo PCT Defense Services
FTE STATUS	Full Time Permanent
FLSA DESIGNATION	Non-Exempt
REPORTS TO	Managing Defense Counsel
SUPERVISION EXERCISED	N/A

POSITION SUMMARY

This position provides support services to the attorneys in the Montana Association of Counties Defense Services department. This position has extensive contacts with MACo members, outside counsel, court officials, claims adjusters, medical providers, and legal vendors.

ESSENTIAL FUNCTIONS

These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.

- Maintain the firm calendar;
- Provide proofreading and editing of legal documents;
- Provide litigation support, including organizing and managing files, locating records, making and distributing copies, scheduling all firm matters, and preparing pre-trial documents, deposition notices, investigative subpoenas, trial subpoenas, trial notebooks, and exhibits including electronic exhibits;
- Assist attorneys in complying with discovery obligations including designing a system for meeting discovery obligations, inventory and prepare all documents subject to discovery, compare files to claim files for completeness, serve discovery, and maintain a record to demonstrate what materials have been provided to opposing counsel;
- Arrange pre-trial witness interviews and make necessary travel arrangements for witnesses and counsel, identify, locate, and organize exhibits, provide administrative support as needed during trial;
- Complete electronic filings for state and federal court as well as for administrative agencies;
- Identify and anticipate office needs and order supplies;
- Respond to questions, comments, and concerns of members, co-counsel, court personnel, vendors, and others in a courteous and timely manner;
- Communicate and coordinate regularly with others to maximize the efficiency and effectiveness of operations and activities;
- Keep attorneys fully informed regarding work progress, including identifying present and potential work problems, and offer suggestions for new or improved ways of completing work or addressing any identified problems;
- Review publications and educational materials in assigned area to remain current on the principles, practices, and new developments in all applicable areas;
- Work cooperatively and courteously with attorneys and other staff; and
- Perform other directly related duties consistent with the role and function of the classification.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of court procedures, litigation, and legal calendaring;
- Knowledge of legal terminology, legal forms and documents, medical terminology, and cite checking;
- General knowledge of the Federal and Montana Rules of Civil Procedure;
- Knowledge of current practices of administrative support functions, including communications standards, legal writing and editing, memorandum and letter composition, filing and document retrieval methods, and support capacity to a legal department head and other designated attorneys;
- General knowledge of county government operations;
- Ability to use Microsoft Office software including Excel, Word and Outlook and experience with relational databases;
- Ability to maintain confidentiality of sensitive documents and information that may be viewed or encountered in the normal course of work;
- Ability to anticipate, estimate, and identify needs for supplies, equipment, and material purchases
- Ability to establish and maintain effective working relationships with employees, department heads, elected officials, and the public;
- Ability to use good judgment and discretion when providing information and dealing with members, staff, and the public;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to handle stressful situations in a way that is beneficial to the Association and its members;
- Ability to understand and follow oral and written instructions, policies, and procedures;
- Ability to apply integrity, ingenuity, inventiveness, and to use logical and creative thought processes to develop solutions to complex problems in the performance of assigned tasks;
- Ability to operate general office equipment, including a computer, using standard or customized applications to perform assigned tasks;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability and willingness to learn quickly and put new skills and knowledge brought about by rapidly changing information or technology to use.

REQUIRED EDUCATION & EXPERIENCE

- High school diploma or equivalent; and
- Three to five years related experience;
- Experience within a law office with litigation experience preferred; or
- Any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

REQUIRED SPECIAL QUALIFICATIONS

- Ability to be insured and/or bonded, as required.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

MACo provides reasonable accommodations to otherwise qualified applicants or employees with a known disability that prevents the individual from participating in the application process, competing in the selection process, performing the essential function of the job, or enjoying equal benefits and privileges of employment. Any otherwise qualified applicant for employment or employee with a disability who needs reasonable accommodation should advise MACo's Human Resources Director or his or her immediate supervisor.

The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job:

- The employee is constantly required to use hands to operate a computer and keyboard, and other office equipment.
 - The employee is required to remain seated for extended periods of time, with occasional walking, standing, or bending.
 - The employee is constantly required to communicate in writing, in person, and over the phone.
 - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.
 - The employee is occasionally required to lift or move up to 40 pounds without assistance.
 - The work is performed in a controlled, comfortable office setting, with no risks beyond those associated with normal office activities.
- May involve occasional travel to attend training, meetings and conferences.

FLSA DESIGNATION STATEMENT

This position is non-exempt and is entitled to the minimum wage and overtime pay protections of the Fair Labor Standards Act, as the primary duties do not meet the duties tests for exemption as an Administrative, Professional or Executive Employee.

This position description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalogue each individual duty; MACo employees are routinely called upon to address emerging member requirements in alignment with individual work units and assignments of positions. 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 change.