



Montana Association of Counties

Serving Montana Counties Since 1909

2715 SKYWAY DRIVE, SUITE A, HELENA, MT 59602

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www.mtcounties.org

POSITION DESCRIPTION

Position Title	Legal Assistant
Department/Division	MACo County Litigation Group
FTE Status	Full Time
FLSA Designation	Non-Exempt
Reports to	Managing Defense Counsel
Supervision Exercised	None

POSITION SUMMARY

This position provides support services to the attorneys in the Montana Association of Counties County Litigation Group.

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, and preparing pre-trial documents, deposition notices, subpoenas, trial notebooks, and exhibits including electronic exhibits.
- Assist attorneys in complying with discovery obligations.
- Arrange pre-trial witness interviews and make necessary travel arrangements for witnesses and counsel, and provide administrative support as needed during trial.
- Complete electronic filings for state and federal court and administrative agencies.
- Identify and anticipate office supply needs and order supplies.
- Communicate and coordinate regularly with others.
- Keep attorneys fully informed regarding work progress, including identifying present and potential work problems, and offer suggestions for new or improved office operations.
- Answer main phone line and direct calls where necessary.
- Work cooperatively and courteously with attorneys, staff; and others.
- Perform related duties consistent with the role and function of the classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to use Microsoft Office software including Excel, Word and Outlook and experience with relational databases.
- Ability to maintain confidentiality of client documents and attorney work product.
- Ability to identify needs for supplies, equipment, and material purchases.
- Ability to establish and maintain effective working relationships with staff, clients and the public.

- Ability to use good judgment and discretion.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to handle stressful situations.
- Ability to understand and follow oral and written instructions, policies, and procedures.
- Ability to operate general office equipment, including a computer, using standard or customized applications to perform assigned tasks.
- Ability to perform duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability and willingness to learn quickly and put new skills and knowledge.

REQUIRED EDUCATION AND EXPERIENCE

- High school diploma or equivalent; or
- Any equivalent combination of experience and training which provides the knowledge, skills, and abilities necessary to perform the work.

PREFERRED KNOWLEDGE AND EDUCATION

- Experience within a law office with litigation experience.
- Knowledge of court procedures, litigation, and legal calendaring.
- Knowledge of legal terminology, legal forms and documents, and cite checking.
- General knowledge of the Federal and Montana Rules of Civil Procedure.
- Three to five years related experience.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

MACo is an equal opportunity employer.

MACo shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

- The employee is required to operate a computer and keyboard, and other office equipment.
- The employee is required to sit or stand at a work station for extended periods of time.
- The employee is required to communicate in writing, in person, and over the phone.
- Occasionally required to lift or move up to 30 pounds without assistance.
- Occasional travel to attend hearings, trials, 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. 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.