



Job Title:	Legal Administrator	Job Requisition#:	2k16-12-57
Department:	County Attorney	Status:	Classified
Created Date:	11/30/2016	Job Code:	1220
Union Code:	Non-represented	Handles Confidential Info:	Yes
First Day to Apply:	12-01-2016	FLSA:	NE
Last Day to Apply:	Open Until Filled	Salary Range:	\$41,887 - \$47,123
Work Schedule:	M-F 8:00 a.m. – 5:00 p.m. Evening Meetings & Election activities		

POSITION SUMMARY

Under the general direction of the County Attorney, responsible for resolving routine legal issues; conducting research and analyzing issues utilizing sources such as statutes, recorded judicial decisions, legal articles, treaties, constitutions and legal codes to prepare legal documents such as briefs, pleadings, appeals, contracts, etc.; coordinating and administering the daily operations of the Legal Department; and, providing oversight of the Native American Voting Rights Program. Provides support to attorneys and serves as administrative liaison between the County Attorney's Office and County departments, outside agencies, court staff and outside counsel, as directed. An incumbent in this job classification must demonstrate knowledge of / familiarity with a variety of the concepts, practices and procedures associated with the paralegal field, and an ability to rely upon experience and sound judgement to plan and accomplish assigned goals.

MINIMUM QUALIFICATIONS

Associate's Degree in Applied Science, Paralegal Studies or related field and eight years paralegal experience OR a combination or related education and experience. Public sector experience and knowledge of voting rights and U.S. Department of Justice regulations highly desirable.

SUPERVISION RECEIVED AND EXERCISED:

Position reports to the County Attorney and exercises supervision over Native American Voting Rights Coordinators.

ESSENTIAL JOB FUNCTIONS: *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides complex administrative and paralegal support to attorneys and manages the administrative operations of the Legal Department.
- Supervises, trains, and directs the work of Native American Voting Rights Program coordinators, which includes but is not limited to evaluation and discipline of staff.
- Serves as liaison between the County Attorney's Office and the Department of Justice Attorneys and staff regarding the Sandoval County Native American Voting Rights Program.
- Resolves routine legal issues; conducts research and analyzes issues utilizing sources such as statutes, recorded judicial decisions, legal articles, treaties, constitutions and legal codes to prepare legal documents such as briefs, pleadings, appeals, contracts, etc.
- Manage the department's purchasing activities; tracks, monitors, and generates budget reports for County Attorney's review and approval. Manages office inventory and expenses.
- Serves as liaison with contract attorneys, as assigned.
- Reviews tort claims and documents served on County Clerk; logs, scans and sends tort claims to the County Attorney, Risk Management and relevant parties; enters information in to database and tracks each tort claim for the outcome; enters relevant NMAC information and enters and tracks in database; and reviews and prepares appropriate response for review by County Attorney.
- Tracks documents and maintains case files; maintains a current list of pending cases; and, under confidential communication / attorney client privilege, prepares a yearly audit letter regarding

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- pending litigation and liability to the County. Conducts extensive research of pending cases utilizing all relevant/applicable resources in order to ensure the currency and accuracy of the audit letter.
- Drafts legal correspondence and assists attorneys in research projects
 - Develops and manages in-house research materials; organizes and maintains legal data; prepares reports and presentations.
 - Responsible for tracking time sensitive deadlines for pending cases; coordinates attorneys' schedules and court calendars.
 - Oversees and maintains the records management systems for case files and legal opinions.
 - Tracks and manages digital documents for all contracts, leases, and other documents submitted to the Legal Department for review.
 - Logs receipt of garnishments and coordinates the processing of garnishments with the Finance Department.
 - Ensures the appropriate dissemination of legal materials to County Department Directors /Elected Officials and other designated entities as required.
 - Conducts legal research, reports research findings, and drafts reports/documents for internal use by County Attorneys and other appropriate personnel.
 - Ensures legal documents are filed at the appropriate court by the required deadline.
 - Performs related duties as assigned.

Required Knowledge of:

- Operational characteristics, services, and activities of a County Attorney's Office, including business/industry principles and practices related to work assigned.
- Principles of office management, training methods, and techniques.
- Principles of supervision, training, and performance evaluation.
- Various court procedures, motion practice, court deadlines pursuant to the Rules of Civil Procedure and state statutes; Magistrate Court procedures and Sandoval County court procedures.
- Working knowledge of consent decrees issued by the U.S. Department of Justice.
- Electronic filing procedures and the local rules for the Thirteenth Judicial District Court for e-filing of cases in state and federal court.
- Legal code of ethics, terminology, principles, precedents, procedures, time constraints and deadlines imposed by law.
- Interviewing techniques and procedures of legal investigations.
- Internet in order to access various court websites.
- Principles of public relations.
- Complex research methods and report presentation
- Effective communication principles and practices including oral and written communication; to include public relations and public speaking.
- Modern office procedures, methods, and equipment including computers, computer applications such as word processing, spreadsheets, and statistical databases.
- Proper English usage, spelling, grammar, and punctuation.
- Principles of record keeping and records management.
- Principles of data collection and analysis.
- Principles of business letter writing.

Required Skill in:

- Analyzing case information and making effective recommendations for case administration.
- Performing legal research using appropriate techniques and methods.
- Drafting legal documents and documentation for legal processing.
- Interviewing techniques appropriate to a legal investigation.
- Understanding and applying legal terminology.
- Understanding of the ethical limitations of the position and the legal profession.
- Interpreting statutes, case histories, and various laws, as appropriate.
- Completing work within assigned time constraints.

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- Analyzing policy and making effective decisions within the scope of assigned duties
- Analyzing reports and a variety of documents.
- Performing mathematical computations and general office/clerical tasks.
- Conducting research and preparing administrative reports and program evaluations.
- Applying project and program management techniques and principles.
- Effectively utilizing standard personal computer software programs and specialized state and County software to accomplish assigned work; and for compiling and preparing business and legal correspondence, reports, spreadsheets, presentations, etc.
- Supervising and training staff; coordinating and delegating tasks and authority.
- Communicating effectively verbally and in writing, including public speaking.
- Establishing and maintaining effective working relationships with employees, other agencies, and the public, including meeting and dealing tactfully with the public.

Physical Demands / Work Environment:

- Work is performed in a standard office environment.
- Essential and supplemental functions require maintaining physical condition necessary for sitting, for prolonged periods of time, stooping, and lifting books or files of approximately 25 pounds or less.
- Work regularly involves extended periods of time viewing a computer monitor and operating a keyboard.
- Work regularly requires speaking, hearing and utilizing a phone, calculator, cell phone, copier or fax machine.
- Operates vehicle and/or travels to attend meetings, training, events and voting locations throughout the County and to perform other job related duties

I _____ (Print Name) have reviewed the above job description and understand that the Essential Duties describe only the general nature, level, and type of work performed by the incumbent(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. I understand the demands and expectations of the position as described above and to the best of my knowledge believe that I can perform these duties with or without reasonable accommodation.

Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.



HRD.26- 2015

**Sandoval County
CERTIFICATION OF VETERAN'S STATUS**

TO RECOGNIZE VETERAN STATUS THIS FORM MUST ACCOMPANY YOUR JOB APPLICATION

The purpose of this form is to allow job applicants the opportunity to identify themselves as veterans and certify their status as a veteran who has an honorable discharge from the military, or to verify that they are a member of the National Guard or Reserve who has successfully completed basic training.

A veteran who has certified/verified their status, AND is determined by Sandoval County Human Resources to meet or exceed the Minimum Qualifications as identified in the position for which the applicant has applied, shall be identified as a qualified veteran on the hiring list. If there are more than four qualified veteran applicants for a position, a minimum of four veterans shall be interviewed.

NAME (Please print): _____	JOB REQ # _____
ADDRESS: _____	PHONE: _____
EMAIL: _____	PHONE; _____
I AM APPLYING FOR (Position Title): _____	

PLEASE COMPLETE THE FOLLOWING:

1. Have you ever served in the United States Military, National Guard or Reserve? YES NO
2. Did you receive an honorable discharge? YES NO
3. Are you a member of the National Guard or Reserve who has successfully Completed basic training? YES NO
4. **Attach a copy of your DD214 or DD215 Form and/or proof of your Active, Guard or Reserve enlistment to certify your veteran status.**

Please ensure your job application clearly indicates your military experience including job duties and/or responsibilities as well as any education/training experience.

Sandoval County does not guarantee that a veteran will be hired for a position for which he/she applies. Veterans will be given an interview pursuant to the conditions stated above for positions for which they meet or exceed the Minimum Qualifications of the position as identified in the Job Posting. Please call Human Resources at (505) 867-7505 if you have any questions.

Signature

Date