

## ***The Colfax County Attorney***

### ***Legal Administrative Assistant I position***

**Posting Date: August 4, 2025**

**Closing Date: Applications for Employment must be received by 4:30 p.m. on August 22, 2025, at the Colfax County Attorney's office, 412 E 11<sup>th</sup> Street, Schuyler, NE 68661. Telephone (402) 352-8502. You may contact this office for the application form.**

#### **NATURE OF WORK**

This position is a full-time position and involves legal administrative work, primarily responsible for office administrative duties, misdemeanor and juvenile case assistance, and inheritance tax. Work involves responsibility for performing clerical and legal assistance requiring knowledge of general legal terminology, forms, and documents. Work also involves performing professional reception duties, maintaining file systems, distributing mail, and preparing legal documents following accepted formats and construction. Work requires computer literacy on internal and external systems, and involves gathering needed information for the assigned attorney, scheduling, communication with counsel or outside attorney staff, issuing subpoena or notice to witnesses as directed and otherwise preparing cases for filing, hearings, and trial.

Supervision is provided by an attorney, with work reviewed for accuracy, timeliness, competence, and compliance with rules and policies.

#### **EXAMPLES OF WORK PERFORMED**

Receive, screen and forward telephone calls or provide general information per office policy; greet visitors and direct them to the appropriate court room or individual; distribute incoming mail; photocopy, fax, scan, and receive/disburse documents; inventory, order and stock office supplies as assigned; transcribe, type and process written and electronic correspondence, memoranda, motions, notices, warrants, complaints, petitions, and other written material; create, organize, and distribute new case files; file/e-file legal documents and correspondence; locate requested material and information from files; prepare and distribute discovery and other court-essential material; enter, update, and collect information from computer systems; prepare reports from data; document contacts and record information in case files.

#### **DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS**

Knowledge of modern law office practices, methods, and procedures. Knowledge of legal terminology, spelling, punctuation, and grammar. Knowledge of the legal process and judicial/court proceedings. Ability to understand and maintain written and computerized legal records and files and prepare reports from such records. Ability to prepare routine legal forms and documents. Ability to interact courteously and establish and maintain effective working relationships with co-workers, attorneys, and the public. Ability to communicate effectively both orally and in writing. Skill in the operation of standardized office equipment and systems including computers, copiers, scanners, and calculators.

## **MINIMUM QUALIFICATIONS**

Graduation from high school or equivalent, supplemented by two years of experience in general office and administrative work; or any equivalent combination of education, training, and experience that provides the desirable knowledge, abilities, and skills. Spanish speaking and literacy are helpful skills, but not essential.

## **SALARY AND BENEFITS**

The position pays within the range of \$21.00/hour to \$25.00/hour (35 hours/week) plus benefits options.

*Colfax County is an equal opportunity employer. The position is subject to a veteran's preference. Colfax County is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. If an applicant needs accommodation, you can request a reasonable accommodation by contacting Bruce Prenda at 402-352-8502 or [bprenda@colfaxne.com](mailto:bprenda@colfaxne.com).*