

# **RECRUITMENT ANNOUNCEMENT**

## **LEGAL ASSISTANT PROSECUTING ATTORNEY'S OFFICE STARTING SALARY \$26,254**

**APPLICATIONS MAY BE OBTAINED AT [www.berkeleywv.org](http://www.berkeleywv.org) OR AT  
400 W. STEPHEN STREET, SUITE 201, MARTINSBURG, WV, 25401**

**APPLICATIONS MAY BE RETURNED TO:  
BERKELEY COUNTY COUNCIL  
400 W. STEPHEN STREET, SUITE 201, MARTINSBURG, WV, 25401**

**APPLICATIONS WILL BE ACCEPTED UNTIL 5:00 PM, JUNE 3, 2019**

### **GENERAL RESPONSIBILITIES**

Responsible for providing varied and complex legal secretarial support in the Prosecuting Attorney's Office. Direction may be provided by the Prosecuting Attorney or any level Assistant Prosecuting Attorney (APA).

### **ESSENTIAL FUNCTIONS/ TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Answers door, greets visitors, and answers phones.
2. Prepares/drafts a variety of legal documents at the direction of the Prosecuting Attorney or APA.
3. Proofreads documents for legal conformity, grammar, punctuation and spelling.
4. Files legal documents as required.
5. Enters a variety of complex, confidential information into computer and generates relevant documents, records and reports.
6. Assembles/files new cases. Ensures the accuracy and completeness of files.
7. Maintains calendars, including scheduling appointments, coordinating meetings and resources.
8. Communicates with police agencies.
9. Assists in the preparation of pleadings to be filed in court
10. Performs related work as required.

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

1. Strong interpersonal, organizational, and multi-tasking skills.
2. Thorough knowledge of the Prosecuting Attorney's Office functions, organization and policies.
3. Knowledge of the policies and functions of state and federal courts.
4. Thorough knowledge of legal terminology, forms and spellings.
5. Thorough knowledge of legal office practices, procedures, legal drafting, research and secretarial techniques.
6. Ability to organize data, gather information, prepare reports and maintains records.
7. Ability to maintain working relationships with associates and the legal/judicial community.
8. Extensive experience in Microsoft Office products.
9. Strong organizational and multi-tasking skills.

### **EDUCATION AND EXPERIENCE**

1. Any combination of education and experience equivalent to a high school diploma.
2. Any combination of education and experience equivalent to graduation from an accredited community college with major course work in paralegal studies.
3. Proficiency in Microsoft Office software especially Excel and Word.

### **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to lift construction drawings that may range from 5 to 10 lbs.

### **ADDITIONAL INFORMATION FOR APPLICANTS**

#### **APPLICATION FOR THIS RECRUITMENT:**

All applications for vacancies with Berkeley County Government must be submitted to the Berkeley County Council, 400 West Stephen Street, Suite 201, Martinsburg, WV, 25401 on or before the date specified on the front of this announcement. An application may be rejected if it is not complete or is received after the specified closing date (we do honor post-mark date on applications submitted by postal mail). Each applicant will be notified by mail regarding the selection process. Berkeley County normally does not reimburse travel expenses incurred to attend a scheduled interview.

**EXAMINATION PROCEDURE:**

The kind of examination/screening for positions announced will vary with each position and may include:

- o an evaluation of training and experience
- o personal and/or group interview
- o written and/or spoken examination(s)
- o performance test(s)
- o a background investigation
- o a physical examination\*and
- o a drug test\*.

\*These examinations are administered after offer of employment.

**PROBATIONARY PERIOD:**

Berkeley County is an "At-Will" employer. However, new employees normally serve a probationary period of six (6) months before attaining regular status. The length of the probationary period may vary depending on the position and may be extended depending on performance. The probationary period is considered part of the examination process to determine the employee's fitness for the position in which he/she was placed.

**COMPENSATION:**

Berkeley County employees are paid twice per month. A new employee ordinarily starts work at the rate specified in this announcement. The Berkeley County Council reviews compensation increases as part of the normal budget preparation process and makes the appropriate compensation adjustments at the beginning of the fiscal year (July 1).

**ANNUAL LEAVE, SICK LEAVE AND HOLIDAYS:**

(the following is unavailable for part-time and temporary positions)

- o Employees earn 1.50 days of sick leave per month/18 days annually with unlimited accumulation.
- o Berkeley County observes 12 paid holidays per year and Primary and General Election Days as they occur.
- o Employees accumulate annual leave according to the following schedule:

<u>Years of Service</u>	<u>Days Per Month</u>	<u>Days Per Year</u>
0 – 5 years	1.25 days	15 days
5 – 10 years	1.50 days	18 days
10 – 15 years	1.75 days	21 days
15 years plus	2.00 days	24 days

**HEALTH, RETIREMENT & MISCELLANOUS BENEFITS:**

(the following is unavailable for part-time and temporary positions)

- o Regular employees are required to participate in the West Virginia Public Employee Retirement Plan
- o Life Insurance is provide to full-time employees, their spouse and eligible dependents.
- o Regular full-time employees may elect to join the County sponsored health plan which includes medical, hospitalization, major medical, dental, vision, and prescription drug coverage. The County allocates an annual contribution towards employee benefits. Anything in excess is paid for by the employee through payroll deduction.
- o A deferred compensation program is available.
- o Direct deposit is mandatory.

**BERKELEY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**