



**DAVID P. FORNSHELL**

**WARREN COUNTY PROSECUTOR**



**POSITION AVAILABLE**

**JOB CLASSIFICATION:** LEAD LEGAL ASSISTANT /  
DEPUTY OFFICE ADMINISTRATOR

**DEPARTMENT:** PROSECUTOR'S OFFICE

**SALARY RANGE:** COMMENSURATE WITH EXPERIENCE,  
PLUS BENEFITS

**SCHEDULED HOURS:** 40 HOURS PER WEEK:  
Monday through Friday 8:00 am to 5:00 pm

SEE ATTACHED CLASSIFICATION SPECIFICATION FOR MINIMUM  
QUALIFICATIONS AND ILLUSTRATIVE DUTIES OF THIS POSITION

**POSTING PERIOD:** THIS NOTICE IS BEING POSTED FOR A PERIOD  
OF TIME NOT LESS THAN SEVEN (7)  
CONSECUTIVE CALENDAR DAYS BEGINNING  
June 4, 2024

APPLICANTS SHOULD APPLY BY RESUME TO:

**ATTENTION:**  
Michelle Buck, Office Administrator  
[michelle.buck@warrencountyprosecutor.com](mailto:michelle.buck@warrencountyprosecutor.com)

This position is subject to a post-offer drug screen and background check.

Applicants are required to apply for this position per the instructions outlined above.  
Resumes received in any manner other than directly from the applicant may not be  
considered.

Warren County is an equal opportunity employer

# POSITION DESCRIPTION

## Warren County Prosecutor

|                              |  |
|------------------------------|--|
| <b>CLASSIFICATION TITLE:</b> | Lead Legal Assistant / Deputy Office Administrator |
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|                              |                |                           |                                     |
|------------------------------|----------------|---------------------------|-------------------------------------|
| <b>FLSA STATUS:</b>          | Exempt         | <b>EMPLOYMENT STATUS:</b> | Full-Time                           |
| <b>FLSA TYPE:</b>            | Administrative | <b>REPORTS TO:</b>        | Prosecuting Attorney                |
| <b>CIVIL SERVICE STATUS:</b> | Unclassified   | <b>WORK HOURS:</b>        | 8:00 am to 5:00 pm and<br>as needed |
| <b>PROBATION:</b>            | N/A            |                           |                                     |

### DISTINGUISHING JOB CHARACTERISTICS

Develops and implements policies and procedures regarding the legal assistants' duties. Manages other legal assistants, assigning and monitoring clerical functions. Provides lead clerical, administrative, and legal support to Prosecuting Attorney, First Assistants (Civil, Criminal, and Juvenile), assistant prosecutors, investigators, and Victim Witness Division personnel. Works with fellow management to improve workflows, performance of legal assistants, and administrative functions of the office. Works closely with Office Administrator in all aspects of general office operations and procedures.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

***To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans with Disabilities Act, in accordance with the requirements of that Act.***

1. Plans, prioritizes, assigns, reviews, manages, and monitors the work of legal assistants; reviews work for completeness, accuracy, and compliance with legal standards and departmental policies.
2. Acts as the legal assistant lead with work duties and special projects and communicates all issues that require assistance from management.
3. Develops and implements policies and procedures concerning duties of legal assistants, solves workflow inefficiencies and scheduling conflicts.
4. Performs data entry into Matrix case management system and Axon Justice evidence management system.
5. Maintains office calendars, reports, and spreadsheets.
6. Provides training and guidance to legal assistant staff regarding changes to processes and procedures.

7. Purchases and organizes inventory.
8. Greets visitors to Prosecutor's Office, takes appointments, directs to appropriate office and party, and provides general assistance.
9. Answers telephone, provides routine information, takes messages, and directs calls to requested party.
10. Delivers and files legal documents with common pleas, juvenile, municipal, and county courts. Runs errands as necessary and as directed.
11. Posts mail, files documents, and retrieves files for next day. Copies, mails, and distributes typed documents in accordance with office procedure and as directed.
12. Takes and transcribes dictation. Types and word processes correspondence, forms, contracts, resolutions, subpoenas, motions, entries, and other documents. Proofreads typed documents, spell checks, and makes necessary corrections.
13. Serves as secretary to the Prosecuting Attorney, First Assistants (Civil, Criminal, and Juvenile), assistant prosecutors, investigators, and Victim Witness Division personnel. Types and handles confidential memoranda, correspondence, and other documents.
14. Serves as back-up to Office Administrator, must learn all general business operations of the Office, functions of Office Administrator including but not limited to payroll, requisitions, coordinating travel, onboarding or off-boarding employees.
15. Assists with training employees on new and existing policies and procedures.
16. Maintains regular and predictable attendance.
17. Represents Prosecutor's Office in a positive manner to law enforcement, press, and general public.
18. Completes various administrative tasks, and other related duties as assigned.
19. Any additional duties as assigned.

### **SUPERVISION GIVEN AND RECEIVED**

Supervised by Prosecuting Attorney.

### **EQUIPMENT OPERATED**

Telephone, fax machine, computer, recording equipment, audio visual equipment, other standard office equipment, cellular phone, Matrix case management system, Axon Justice evidence management system, and Guardify evidence management system.

## **CONTACT WITH OTHERS**

Clients, victims, witnesses, court representatives, judges, defendants, attorneys, law enforcement representatives, press, and general public.

## **CONFIDENTIAL DATA**

“Confidential Data” includes but is not limited to:

Matrix case management system information; Axon Justice evidence management system information; Guardify evidence management system information; grand jury witness information; grand jury testimony; grand jury voting information, yet-to-be filed and/or secret grand jury indictment information; personal information of victims; OHLEG data; LEADS Online data; NCIC reports; medical records; police investigatory information; confidential law enforcement investigatory information; children services investigatory information, inter-office confidential information; privileged information; work product; non-public information contained in personnel files and other files such as social security numbers, financial information, medical information, personal calendar information; records sealed by a court; information not yet disseminated to the public or otherwise part of the public record; other confidential case information; and any other information not generally available to the public that was obtained by virtue of the employee’s position as a member of the Prosecutor’s Office.

## **WORKING CONDITIONS**

The employee must negotiate, use, or work with or in the vicinity of personal protective equipment, eye and face protection, hand protection, the handling of material and supplies, human blood, or other potentially infectious materials, hazardous chemicals, and weapons. General Duty: Safe and Healthful Workplace: The employee has contact with violent or emotionally distraught persons.

## **USUAL PHYSICAL DEMANDS**

***The following physical demands are typically exhibited by position incumbents performing this job’s essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee, and/or applicant identify tasks where reasonable accommodations may need to be made when an otherwise qualified person is unable to perform the job’s essential duties because of an ADA disability.***

While performing duties of this job, the employee frequently sits for extended periods of time while typing and performing other administrative duties. Employee frequently talks and listens over the telephone and in person. Vision demands include close, detailed vision when operating the computer, with the ability to adjust focus for close work. Employee sits for extended periods of time while operating vehicle to and from worksites. Employee lifts, carries, or otherwise moves and positions office boxes, files, equipment, and other objects.

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

**Knowledge of:** Standard office practices and procedures; legal terminology; computer operations; English grammar; spelling and punctuation; and Microsoft Office software.

**Ability to:** Maintain confidentiality of confidential and sensitive subject matter; develop and maintain effective working relationships with associates and general public; post information accurately to computer files; originate an attractive and functional typing format; organize documents according to alphabetical, numerical, and subject order; exhibit good telephone etiquette.

**Skill in:** Leadership, teamwork, managing subordinates, assessing and prioritizing multiple tasks and demands to meet deadlines; taking and transcribing dictation; production typing (60 wpm); word processing; operation of standard office equipment.

## **QUALIFICATIONS**

An appropriate combination of education, training, course work, and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is: high school diploma, GED, or equivalent experience with course work or experience in general office practices, and a demonstrated skill in typing and word processing. Experience in general office operations. Experience in managing individuals and projects. Significant and successful experience as a legal assistant or legal secretary within the civil and criminal justice system.

Willingness to serve in a position exempt from the Ohio Civil Service and the Fair Labor Standards Act.

Ability to document identity and employment eligibility within three days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

Complete satisfactory background check and drug test.

## **LICENSURE AND CERTIFICATION REQUIREMENTS**

Maintain valid Ohio driver's license.

**This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's appointing authority, supervisor, or designee.**

