

JOB DESCRIPTION

TITLE: Office Manager/Legal Assistant

DEPARTMENT: Prosecuting Attorney's Office

DATE: March, 2026

SUMMARY:

This is a full-time (40 hours/week) position whose primary function is to serve as an Office Manager and Legal Assistant located at the Boise County Prosecuting Attorney's Office located in Idaho City, Idaho. The key characteristic required to succeed in this position is the ability to follow internal work flow processes accurately and efficiently through a wide range of secretarial tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversees Legal Assistant(s) in order to facilitate orderly and efficient functioning of the Prosecuting Attorney's Office, maintains and orders office supplies, publications, and services for the Office, to include receiving bills and processing vouchers.
- Performs physical tasks such as light cleaning; stocking copy paper; stocks bathroom supplies as need; moving files, folders, and boxes; copying, scanning, and shredding documents; picking up and/or processing mail.
- Answers and screens in-coming calls; fields and directs all levels of legal questions, referring to supervisors or attorneys as necessary; connects calls to appropriate parties.
- Works closely with the Prosecuting Attorney and Deputy Prosecuting Attorneys to ensure case needs are met correctly, accurately and on schedule.
- Receives, logs, and files incoming mail, faxes, emails, court documents, and information received through phone calls or conversations to the proper files, both paper and/or enters the information into electronic system.
- Prepares, drafts, proofreads, files, and distributes court documents and/or discovery within strict time allotments, for all level of cases the Prosecuting's Attorney's Office would handle, including but not limited to substantive felony, misdemeanor, infraction, probation violations, child protection, mental holds, and civil asset forfeiture.
- Check office voicemail and email on weekends and holidays for any Court matter that statutorily requires action at that time, and coordinate with the appropriate party for immediate action.
- Organizes and prepares daily and weekly calendars, subpoenas for witnesses, as well as case files for upcoming court hearings by ensuring all information is entered into electronic system prior to hearings.
- Schedules appointments, posts, receives, and processes mail, delivers paperwork to other County offices as required.
- Yearly duties of reporting certain cases to the Attorney General's Office, office inventory, review and revising of forms, receiving certification records from law enforcement agencies, and assisting the Prosecuting Attorney with the budget.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs other related duties as required.
- Continues ongoing transfer of paper files into electronic system coordinating with office manager which old files may be purged and which are to be converted to electronic format.

REPORTING RELATIONSHIP:

- Reports directly to the Prosecuting Attorney

- Subordinate staff include Legal Assistant(s)

NECESSARY SKILLS AND QUALIFICATIONS:

- Must have excellent command and use of English and spelling.
- Must be able to type at a moderate rate of speed.
- Must be proficient with Microsoft Office products (Word, Outlook, Excel).
- Must be able to effective communication and interpersonal skills to maintain harmonious working relationship with other employees and the general public.
- Must be able to maintain high level of confidentiality and professionalism.
- Must have a customer service-oriented approach and philosophy.
- Must be able to work with a high degree of accuracy, pay close attention to detail, and be organized.
- A high school diploma or GED equivalency is required. Some college coursework is a plus.
- General clerical and/or legal experience is preferred.
- Any functional equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
- Familiarity with legal terminology and court procedures is strongly preferred but is not required.
- Must be able to perform all work duties and activities in accordance with County and Department policies, procedures, and safety practices.
- Must successfully complete a background investigation, and a criminal history check.
- Should any amount of remote work be approved, must have a stable internet connection during applicable work periods including during weekend and holidays, however documented internet outages will excuse internet duties.

ESSENTIAL PHYSICAL ABILITIES:

- Must have sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively on the telephone and in person.
- Must have sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials.
- Must have sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer, standard hand tools, and standard office equipment.
- Must have sufficient personal mobility, flexibility, agility, and balance, ability to lift banker boxes weighing up to 50 pounds; to vacuum and wipe down the office; to work in an office environment; and also to remain in a stationary position for most of each work day, all with or without reasonable accommodation.
- Must be able to move about inside an office setting to access file cabinets, office machinery, and to operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer, all with or without reasonable accommodation.

This job description describes the chief functions of the position, and is not to be considered descriptive of every duty or function of the job.