



# Brown County

25 Market Street  
Aberdeen, SD 57401  
[www.brown.sd.us](http://www.brown.sd.us)

## Legal Assistant

State's Attorney  
Wage: \$20.87/hour

Opening date: 08/06/2025

Closing date: 08/24/2025

### JOB SUMMARY

This position provides administrative support for the attorneys in the State's Attorney's Office.

### MAJOR DUTIES

- Organizes Grand Jury dockets and prepares documents for the Grand Jury; sets up Grand Jury room by organizing tables and chairs; sets up recorder.
- Answers telephone and greets visitors; provides information and assistance.
- Conducts and maintains discovery for felony and misdemeanor files as needed.
- Prepares notices and serves parties in abuse and neglect cases; files orders from abuse and neglect hearings.
- Receives and processes juvenile case reports; prepare summons and petitions for juvenile court; schedules court dates.
- Receives and processes incoming misdemeanor and felony reports.
- Receives bond forms for arrested individuals.
- Enters a variety of information into databases.
- Proofreads motions and orders.
- E-files documents, including motions, orders, and dismissals.
- Assists with trial preparation by creating trial binders.
- Prepares subpoenas.
- Provides administrative support to attorneys as needed.

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- Prepares court scheduling orders.
- Attends court and takes notes.
- Runs criminal history reports
- Performs related duties.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of court procedures and legal terminology.
- Knowledge of modern office principles and practices.
- Knowledge of customer service principles and practices.
- Knowledge of computers and job-related software programs.
- Skill in the preparation of reports.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

#### SUPERVISORY CONTROLS

The Chief Legal Assistant assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include ICWA procedures, South Dakota codified laws, and county and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of related administrative duties. Strict deadlines and frequent interruptions contribute to the complexity of the position.
- The purpose of this position is to provide administrative support for department operations. Success in this position contributes to the efficiency and effectiveness of those operations.

#### CONTACTS

- Contacts are typically with co-workers, attorneys, court personnel, law enforcement officers, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table. The employee occasionally lifts light objects.
- The work is typically performed in an office.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

#### MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to a high school diploma.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.

#### APPLY BY

Submit Brown County application to:

Brown County  
Human Resources  
25 Market St.  
Aberdeen, SD 57401

Fax: 605.725.2355

Email: [Humanresources@browncounty.sd.gov](mailto:Humanresources@browncounty.sd.gov)

Email: [Allison.Tunheim@browncounty.sd.gov](mailto:Allison.Tunheim@browncounty.sd.gov)