

STATE OF INDIANA

BEFORE THE BOARD OF CLARK COUNTY COMMISSIONERS

RESOLUTION NO.   1  -2013

**A RESOLUTION AMENDING THE JOB DESCRIPTION  
FOR THE COMMISSIONERS' ADMINISTRATIVE ASSISTANT TO  
INCLUDE PARALEGAL AND ADMINISTRATIVE RESPONSIBILITIES  
FOR THE CLARK COUNTY COMMISSIONERS' ATTORNEY**

**WHEREAS**, this Board of Commissioners of Clark County, Indiana (this "Board"), is the executive body of Clark County government pursuant to the provisions of I.C. 36-2-2-2; and,

**WHEREAS**, this Board is also the legislative body of Clark County government pursuant to the provisions of I.C. 36-1-2-9; and,

**WHEREAS**, this Board wishes to add the responsibilities of paralegal and administrative assistant for the Board's attorney to the position of Commissioners' administrative assistant; and,

**WHEREAS**, it is desirable to establish a job description for the position in order to begin to define the responsibilities of the job; and,

**WHEREAS**, the previous job description for the Commissioners' administrative assistant set forth in Resolution 7-2002 and resolved on the 28<sup>th</sup> day of February, 2002 is still in effect; and,

**NOW, THEREFORE, BE IT RESOLVED** by this Board of Commissioners of Clark County that the additional job description for the Commissioners' administrative assistant shall be as follows:

**ADDITIONAL DUTIES/RESPONSIBILITIES**

Administrative Tasks:

1. Set Up New Files For the County Attorney
2. Organize Files and Maintain Office Records

3. Maintain Attorney's Calendar & Notify of All Impending Deadlines
4. Copying/Faxing/Mailing
5. Answer Phones/Relaying Messages
6. Prepare and Maintain Billings/Collections
7. Scan Pertinent Documents to Computer Files

Scheduling:

1. Appointments/Meetings
2. Court Dates
3. Depositions
4. Mediations
5. Evaluations (Medical, Psychological, etc.)

Communication:

1. Draft Correspondence to Clients, Opposing Counsel, Courts, etc.
2. Serve as Line of Communication Between Client and Attorney
3. Place Announcements in Local Newspapers

Research & Preparation:

1. Draft Pleadings
2. Assist in Legal Research – Case Law, Statutes, Codes, etc.
3. Assist in Trial Preparation
4. Prepare Reports

Miscellaneous:

1. Obtain Files from Courts and Opposing Counsel
2. File Documents with Courts (Runner)
3. Obtain Tax Info, Medical Records, Police Reports, etc.
4. Serve as a Witness at Document Executions; Notarize

A copy of this job description shall be kept on file in the office of the Board of Commissioners of Clark County, Indiana, and a copy shall be delivered to the Administrative Assistant, who shall be asked to sign a statement acknowledging receipt of same.

**SO RESOLVED** this 31st day of January, 2013.

*Members voting "NO":*

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Jack Coffman, Commissioner

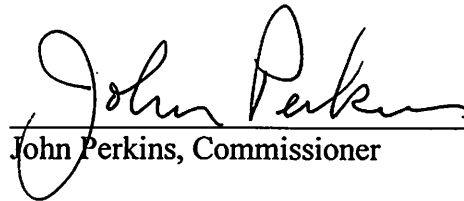
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Rick Stephenson, Commissioner

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John Perkins, Commissioner

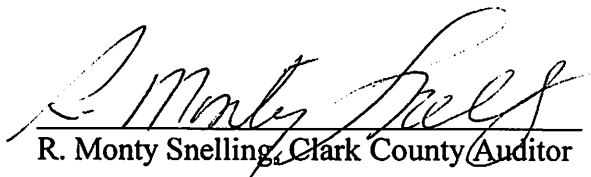
*Members voting "YES":*

  
\_\_\_\_\_  
Jack Coffman, Commissioner

*Absent*  
\_\_\_\_\_  
Rick Stephenson, Commissioner

  
\_\_\_\_\_  
John Perkins, Commissioner

*Attested by:*

  
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R. Monty Snelling, Clark County Auditor