



JOB DESCRIPTION

JOB TITLE:	Legal Assistant	FLSA:	Non-Exempt
DEPARTMENT:	District Attorney	GRADE:	A3
REPORTS TO:	Chief Deputy District Attorney	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for providing complex, technical, specialized and/or confidential legal office support.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Creates and maintains status and records of cases opened, appealed, dismissed, closed, denied, or otherwise received and processed in the office.
- Opens files for the office for criminal, civil, forfeiture, 432B, juvenile and appeals, including reviewing and printing law enforcement reports and documents where applicable; entering the information in the computer system; identifying requested or appropriate charges; submitting cases to the attorney(s) for review; maintaining the files; filing pleadings and other documents related to the file; preparing, reviewing and sending discovery; gathering information needed for cases from other agencies.
- Closes cases by entering information in computer database, including any judgment information, and organizing the file for closure.
- Assists attorneys in preparing for hearings and trials.
- Transcribes, prepares records, and general information from rough draft into legal form; maintains court and office calendars, and maintains legal files.
- Prepares pleadings, correspondence, memoranda from rough draft into legal form. Proofreads and checks materials for accuracy, completeness, and compliance with departmental procedures, policies and regulations.
- Creates and edits legal documents and composes general correspondence and memoranda including: opinions, ordinances, resolutions, contracts/agreements, motions, complaints, warrants, Information, judgments of conviction, orders, notices, affidavits, subpoenas in and out of State, Governor's warrants, other legal documents and correspondence.
- Researches and assembles information from a variety of sources for the completion of documents for court hearings/trials.
- Provides case statistics using a computer; prepare monthly case and offense statistical reports.
- Provides information to the public or to County staff that requires the use of judgment and the application of policies, rules or procedures.
- Accesses federal and statewide confidential computer data networks to review and print reports and other records needed for case files.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



LEGAL ASSISTANT

ESSENTIAL FUNCTIONS: (continued)

- Coordinates and implements administrative projects such as process/procedure improvement in support of management and the organization.
- Oversees and personally performs a variety of office administrative details such as ordering supplies, arranging for the repair of equipment, transmitting information, and keeping reference materials up to date; arranges meetings and prepares court calendars.
- Contributes to the overall quality of the department's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies, procedures, work flow, use of equipment, development of forms, and performing special projects and assignments as requested.
- Participates in the training of new and existing employees.
- Acts as receptionist and receives and screens visitors and telephone calls and directs the caller to the proper person or personally handles the call.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School diploma/GED; AND four (4) years of experience in providing increasingly responsible legal office support to a court or legal office; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Legal office terminology, forms, documents and procedures.
- Use of up-to-date computer applications and discipline-specific databases involving the design, development and management of databases or spreadsheet files and special report formats.
- Business arithmetic.
- Principles and practices of statistical and administrative report preparation.
- Principles and procedures of record keeping and reporting.
- Applicable regulations, policies and statutes; office administrative practices and procedures.
- Business letter writing and the standard format for typed materials.
- Record keeping principles and practices.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with the public, in person and over the telephone.
- Policies and procedures related to the department.

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LEGAL ASSISTANT

Skill in:

- Performing technical, specialized, complex, legal office support work.
- Reading, understanding and processing legal and court documents and extracting relevant information.
- Understanding, applying and explaining legal processes and procedures.
- Using applicable legal office terminology, forms, documents and procedures in the course of the work.
- Organizing, maintaining and researching office files.
- Composing correspondence independently or from brief instructions.
- Compiling and summarizing information and preparing periodic or special reports.
- Using initiative and independent judgment within established procedural guidelines.
- Organizing own work, setting priorities and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Employment is contingent upon successful completion of a background investigation.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to remain seated for extended periods of time; strength to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone.