



# LEGAL ASSISTANT PROSECUTION SERVICES

POSITION DETAILS	
<b>Position Title:</b>	Legal Assistant   Prosecution Services
<b>FLSA Classification:</b>	Non-Exempt
<b>Salary Grade:</b>	8
<b>Reports To:</b>	City Attorney/City Prosecutor
<b>Cell Phone Stipend:</b>	<input checked="" type="checkbox"/> Eligible <span style="margin-left: 100px;"><input type="checkbox"/> Ineligible</span>
<b>Supervisory Functions</b>	<input type="checkbox"/> Full-Time Employees <span style="margin-left: 50px;"><input type="checkbox"/> Seasonal Employees</span> <input type="checkbox"/> Part-Time Employees <span style="margin-left: 50px;"><input type="checkbox"/> Volunteers</span> <input type="checkbox"/> Temporary Employees <span style="margin-left: 50px;"><input checked="" type="checkbox"/> No Supervisory Functions</span>

## BASIC FUNCTION

Under the direction of the Prosecuting Attorney, provide administrative assistance to a department or division to coordinate daily efforts with minimal supervision. Typical responsibilities include broad administrative support as required, data entry, accounting, reporting, research, and special projects as assigned. Accuracy, attention to detail, and the ability to coordinate and communicate effectively while managing a voluminous caseload and provide exceptional internal and external customer service are required of all Legal Assistants. Also performs a variety of secretarial and administrative duties to support office operations and activities, including specifically delegated substantive legal work as well as; performing legal research, assembling documentation for legal requests and cases; preparing briefs, pleadings, and other legal documents; filing documents with the court system; and maintaining accurate casefiles.

## DISTINGUISHING CHARACTERISTICS

Under the direction of the City Prosecutor, perform a variety of administrative and victim-witness coordinating duties, including managing the City Prosecutor’s calendar, assisting the legal intern manage their court calendar, and creating and maintaining all criminal casefiles (both physical and electronic), tracking cases through iCourt and communicating with court clerks ensuring pleadings are filed on time, redacting and sending all legal Discovery to defense attorneys and defendants, contacting victims regarding restitution, notifying crime victims of their rights in cases, communicating with crime victims and witnesses regarding case updates, communicating regularly with court clerks to address unresolved cases, communicating regularly with Moscow Police Department for follow-up on cases, filing a variety of motions and materials with the Court through the Odyssey system, drafting and filing Complaints and Probation Violations, ensuring subpoenas and summons are sent for evidentiary court hearings, assist prosecutor with



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preparing cases for jury trials to ensure that subpoenas are submitted, pleadings and exhibits are filed on time, and providing support and coverage for department paralegal position.

## ESSENTIAL FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. The essential functions of the incumbent include, but is not limited to the following:

### Primary Responsibilities:

1. Reviews case records and assembles necessary information for legal proceedings.
2. Reviews, organizes, and indexes pleadings, discovery requests, and responses for attorney review and approval. Assists with the preparation, filing, and service of pleadings.
3. Drafts and finalizes legal documents for attorney review (e.g., misdemeanor, hospitalization, civil, infractions), before they are filed with the court or forwarded to the defendant or opposing counsel.
4. Coordinates the collection, review and production of documents and responding to discovery requests.
5. Assists attorneys in preparation for trials, sentencings, and other hearings, which may include research, gathering background information and materials, review and organization of documents, exhibits, witness notification, summarizing deposition and trial transcripts and exhibits, and various administrative duties related to such.
6. Reviews and redacts written materials, as well as video and/or audio files using electronic hardware and software, to help respond to disclosure requirements or prepare for trial.
7. As a dependable and disciplined self-starter, manage routine and advanced duties for the assigned department or division to ensure the efficient and smooth day-to-day operation of the department or division.
8. Provide support to victims and witnesses within professional boundaries both in person and over the phone by providing resources, listen to requests, and to help prepare them for court hearings and meetings.
9. Communicate with Pro Se defendants to facilitate signing resolution paperwork authorized by the Prosecutor via in-person or telephone communication.
10. Review forms, data, and other information and documents to ensure accuracy and conformance with established procedures and/or policies.
11. Assists with Managing City Prosecutor's calendar, coordinates meetings and events, and offers general staff support, tracks office projects and maintains related files and



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records; develops and maintains extensive filing systems and computerized systems to maintain records and data.

## **Additional Duties may include the following:**

1. Answer the City's general telephone line and assist members of the public who walk into the Legal Department/Administration Department and provide answers or direction to the general public.
2. May be requested to serve as a Deputy City Clerk to provide staff support and clerical and administrative assistance to boards, commissions, and committees as directed; take and transcribe detailed minutes; prepare reports, agendas, correspondence and other materials as assigned.
3. Perform a variety of receptionist duties; provide general information on departmental processes, procedures, projects, etc., or refer to appropriate staff members.
4. Review and send departmental mail as needed, direct mail when addressed to Prosecutor, and determine the correct course of action.
5. Assist staff with special projects as assigned; research projects as assigned; coordinate communications with other departments, agencies, civic groups and cities as assigned.
6. Assists with Legal Assistant or Paralegal – Civil Division duties and responsibilities as needed.

## **Job Performance Minimum Expectations:**

1. Works well under pressure; meeting multiple and sometimes competing deadlines.
2. Maintains composure in a variety of settings while managing customer requests.
3. Shall at all times demonstrate cooperative behavior with colleagues, supervisors, and members of the public.
4. Use excellent oral and written communication skills, serve as initial point of contact, answer phones and greet external customers and internal customers or staff; be a reliable resource for all department or division staff and activities to manage information flow efficiently.
5. Exercise good judgement in all matters including maintaining confidentiality as appropriate in all responsibilities and tasks.

## **REQUIRED EDUCATION AND EXPERIENCE**

- Graduation from high school or GED
- Coursework or hands-on training and experience in office management or doing secretarial work.



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- Two (2) years of experience working in a legal department, law firm, or a job connected with criminal law is preferred.
- Responsible administrative office support experience.

## REQUIRED LICENSES AND CERTIFICATIONS

- Valid Driver's License.
- Background Check, certain criminal convictions will disqualify a person from this position.
- Criminal Justice Information System Certification.

## COMPETENCIES

### Knowledge In:

- Financial and statistical record-keeping techniques.
- Modern office practices, procedures and equipment.
- Experienced with legal clerical work including filings and executive summaries.
- Operation of a personal computer and data entry and database management techniques for record maintenance and report generation.

### Ability To:

- Use correct English in grammar, spelling, punctuation and vocabulary.
- Demonstrate cooperative behavior with colleagues, supervisors, and members of the public.
- Demonstrate excellent verbal and written communication skills.
- Operate a variety of office equipment and software specific to the department or division the position serves.
- Learn and manage processing requirements and procedures for public documents.
- Learn applicable laws, codes, regulations, policies and procedures related to assigned area.
- Demonstrate a high level of attention to detail and a high sense of urgency.
- Perform work accurately, timely, and effectively.
- Adhere to safety policies, procedures, and guidelines.
- Demonstrate success in retaining confidential and sensitive information.
- Demonstrate familiarity with a variety of the legal field's concepts, practices, and procedures.



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- Rely on experience and judgment to plan and accomplish goals.
- Perform a variety of complicated tasks.
- Direct and lead the work of others by providing mentorship to seasonal/contractor employees in law office operations.
- Demonstrate a wide degree of creativity and latitude.

## **Skill In:**

- Microsoft Suite.
- CivicPlus CMS.
- WatchGuard.
- Spillman.
- BodyCam Software.
- Video Redaction Software.
- Telephone, Copier, Typewriter, Computer, Printer, DVD Player, and Scanner.

## **WORK ENVIRONMENT**

- Office setting.
- Excessive intermittent noise.
- Constant interruptions in person and over the phone.
- Team-based and goal-oriented.

## **WORKING CONDITIONS**

- Sitting or standing while viewing a computer monitor for extended periods.
- Dexterity of hands and fingers to operate a computer keyboard.
- Reaching overhead, above the shoulders, and horizontally.
- Bending at the waist.
- Walking.
- Lifting light objects weighing up to twenty (20) pounds.
- Hearing and speaking to communicate and provide information to others in-person and over the phone.
- Sitting and listening to victims during meetings or while waiting to be called as witness in trial setting.
- Ability to prioritize multiple tasks.
- Ability to work with minimum supervision and assist legal intern in answering various questions as needed



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## **TRAVEL**

Regular travel within the City and County; Occasional travel outside of local area.

## **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

## **AFFIRMATIVE ACTION/EEO STATEMENT**

The City has an equal employment opportunity policy. The City will not discriminate against an applicant for employment, which includes discrimination on the basis of race, color, gender, religion, sex (including pregnancy), national origin, physical or mental disability, age, marital or familial status, sexual orientation, and gender expression or identity.