

Jackson County

JOB DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, associates may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

LEGAL ASSISTANT – 06007

Department: Prosecutor
Pay Grade: 170
Reports to: Trial Team Leader
FLSA Status: Non-Exempt

GENERAL PURPOSE

This position is responsible for typing charging documents (Complaints, Information, and Indictments), jury instructions, various legal motions and trial briefs, drafting letters and memorandums, and collecting and collating reports for preparing case files. The associate also will assist and prepare information for attorneys for trial preparation and work with all intuits of law enforcement for gathering any actual evidence regarding a given case. The associate is responsible for maintaining office files, screen telephone calls and assists office visitors.

ESSENTIAL JOB FUNCTIONS

- Prepares jury instructions; instruction form requires that the circumstances of the case be consistent with the choices used in the jury instructions.
- Uses the correct options within the jury instructions, knowing which instructions are to be used for what kinds of charges.
- Produces final copy quickly and without retyping.
- Types information, amended information, legal briefs, commitment reports, suggestions, pleadings, motions, subpoenas, and other legal forms, letters, or documents.
- Acts as main receptionist for attorney team area and receives all phone calls and walk in visitors and relays to proper staff member, locates staff or takes messages.
- Under standard departmental policy, releases information about cases to general public, police department or other interested parties.

- Refers to records unit for specific case information.
- Utilizes Court computer systems, i.e. Case net to retrieve information needed by attorneys on the defendant or co-defendants or witnesses; provides attorney with all possible information available in the preparation of a case for trial.
- Maintains both alphabetical and numerical filing systems for all attorneys.
- Photocopies of evidence in the Prosecutor's file, such as police or lab reports, must be provided to defense attorneys to comply with court orders.
- Assures that inappropriate information from the file, such as case evaluations by the Prosecutor or notes on conversations with witnesses, is not inadvertently copied and given to the defense counsel.
- Keeps current with the Missouri Approved Charges - Criminal, ensuring the exact prescribed terminology and phrasing are used in amended information, which are filed with the charges against a defendant.
- Releases information to witnesses, defense attorneys, police officers, judges, or Court personnel when appropriate.
- Complies with agreements between the Prosecutor and the Circuit Court regarding the issue and release of information available on the Circuit Court terminals.
- Provides back-up when regular secretary cannot fulfill Grand Jury duties, maintains active file of Grand Jurors for Jackson County that rotate every six months.
- Contacts each juror on alternate weeks to assure that all will be present.
- Types all Grand Jury indictments and dockets and prepares appropriate copies and files.
- Compiles information of disposition and number of cases for Grand Jury.
- Becomes familiar with all positions in the office except for budget and payroll, to substitute for other team secretaries when necessary.
- Composes Grand Jury Indictments; the Missouri Approved Charges - Criminal is used as a reference for the proper language and formats for the different criminal charges.
- Distributes the appropriate evidentiary material to defense attorneys for discovery.
- Works for six or more staff and must exercise discretion and good judgment in prioritizing work.
- Serves as a central contact point for witnesses who are calling to learn about the progress of their case.
- Relays questions and information between witnesses and attorneys and investigators.
- Composes general correspondence for attorney's signature, according to the individual styles of the different attorneys.
- Inputs data into office case management system (Karpel) accurately. Has working knowledge of case tracking system and retrieving and understanding information.
- Registers out of state orders to enforce them for child support.
- Performs other related duties as required/assigned.

MINIMUM QUALIFICATIONS

- High School Diploma or its equivalent; Associate's degree preferred.

- Three (3) years of prior experience in law research, preparation of legal documents, interviewing witnesses and victims and investigation of facts.
- Must submit to and pass a pre-employment background check and drug screen.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of department policies and procedures.
- Knowledge of telephone etiquette and public relations skills.
- Knowledge of grammar, punctuation, spelling, and the correct usage of legal vocabulary and phrasing.
- Knowledge of formats and forms to be used in the preparation of legal documents for the Circuit Court.
- Knowledge of Circuit Court procedures and organization.
- Knowledge of the policies and laws regarding confidentiality of case information, the Sunshine Law, closed cases, open pending cases, etc.
- Knowledge of Missouri Approved Charges - Criminal and the ability to produce the appropriate instructions, criminal complaints, information, and Grand Jury Indictments.
- Knowledge of the processing of criminal cases.
- Knowledge of the procedures unique to the Grand Jury System.
- Knowledge of police, criminal histories, probation, and office reports and proper filing procedures.
- Skill in verbal communication sufficient to tactfully deal with persons or defendants under great stress.
- Skill in typing.
- Skill in report filling.
- Skill in use the of Microsoft Office or other computer applications.
- Skill in the use of common office machines (e.g. copier, fax machine, scanner, etc.).

WORKING CONDITIONS

- Work environment is primarily indoors, within a modern smoke-free office setting, where noise and temperature levels are moderate.

PHYSICAL REQUIREMENTS

- **Climbing/Balancing** – Must be able to balance oneself sufficiently to maintain body equilibrium and prevent falling while moving up and down ladders, stairs, stools and the like, to complete various assigned tasks.
- **Crawling** – Must be able to move about on hands and knees or hands and feet, to complete various assigned tasks.
- **Crouching/Kneeling** – Must be able to crouch and/or kneel sufficiently to complete various assigned tasks.

- **Grasping/Handling** – Must be able to extend arm(s) and hand(s) in any direction sufficiently to pick up, hold, and/or otherwise work with an object, using one’s hands to complete assigned tasks.
- **Hearing** – Must be able to have normal conversations and two-way radio/telephone communications; must be able to receive detailed information through oral communication, and to make the discrimination in sound, to complete various assigned tasks.
- **Lifting** – Must be able to occasionally lift up to 10 pounds of equipment and supplies, to complete various assigned tasks.
- **Pushing/Pulling** – Must be able to sufficiently haul, tug and/or push objects weighing up to 10 pounds, using one’s arms, to complete assigned tasks
- **Sitting** – 60% of the time – Must be able to sit for long periods of time to complete various assigned tasks.
- **Speaking/Talking** – Must be able to speak English clearly to convey detailed or important spoken instructions to other workers accurately and concisely.
- **Standing** – 25% of the time – Must be able to stand while completing various assigned tasks. Particularly for sustained periods of time.
- **Stooping** – Must be able to sufficiently bend one’s body down and forward, requiring full motion of the lower extremities and back muscles, to complete various assigned tasks.
- **Visual Acuity** – Must be able to sufficiently to operate motor vehicles, heavy equipment, miscellaneous handheld tools, to complete various assigned tasks.
- **Walking** – 15% of the time – Must be able to walk between workstations and to wait on the general public.