



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Legal Assistant

Department: Legal

Reports to: Chief Deputy City Attorney

Pay Grade: H07

Date Established: 4/2015

Date Revised: 5/2018

FLSA Status: Non-exempt

CLASSIFICATION SUMMARY

The Legal Assistant prepares infraction and misdemeanor criminal files, including domestic battery offenses and probation violation hearings, for prosecution by the City's Chief Criminal Prosecutor. The job duties are administrative in nature requiring superior organizational skills, attention to detail, and strong communication skills.

This position performs clerical, administrative, and legal work for the City Attorney's Office. This job requires knowledge of the criminal and civil court systems and court processes and procedures. Work includes reviewing and preparing legal documents requiring knowledge of legal processes, procedures, and terminology and significant attention to detail.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is a Department office environment. The noise level is generally moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Prepares infraction and misdemeanor files for prosecution by the City's Chief Criminal Prosecutor from inception to conclusion, including, but not limited to, hearings, pre-trial conferences, discovery requests, court trials or jury trials, sentencing hearings, reopen hearings, and probation violation hearings. Contacts and sends court information to victims in battery, stalking, contact order violation, protection order, and related cases. Researches DUI/DWP tickets for prior convictions, completes file with citation, arresting officer report, accident report, defendant criminal history, driving record, video and/or audio records, and all related required documents. Amends charges and court filings as needed to reflect prior convictions. Monitors defendant to determine if probation conditions are met. Prepares and files motion for probation violations as needed. Drafts legal filings including, but not limited to, letters, documents, motions, orders, affidavits, and related documents. Works with the Police Department's Victim-Witness Coordinator to ensure victim contact, compliance, preparatory trial work, and all other aspects relating to the victim and prosecution of domestic battery offenses. Contacts victims and prepares and files restitution requests. Monitors court ordered restitution and compliance by defendant, including subsequent hearings and appeals. Prepares witness and victim subpoena's, including for law enforcement officers involved in cases. Coordinates court appearances with law enforcement witnesses, schedules appointments with witness and attorneys, drafts jury instructions, prepares exhibit lists, and related duties.

Assists civil attorneys and administrative staff in Department as needed.

Performs duties of receptionist including answering and directing telephone calls, responding to in-person and telephone requests for information and assistance, answering inquiries, taking messages, and performing related office and administrative duties.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

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Knowledge of:

- Idaho criminal and civil court system and court processes and procedures;
- Legal terminology;
- Office reception methods and techniques;
- Operation of standard office equipment;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Prepare files for prosecution by the City's Chief Criminal Prosecutor;
- Prepare responses to discovery requests by defense attorneys;
- Prepare misdemeanor and domestic battery and/or infraction files for scheduled pre-trial court hearings. Prepare files for criminal proceedings including, but not limited to, hearings, pre-trial conferences, suppression hearings, discovery requests, review hearings, trials, and probation violation hearings;
- Contact and send court information to victims in battery, stalking, contact order violation, protection order, and related cases;
- Research DUI/DWP tickets for prior convictions. Amend charges and court filings as needed to reflect prior convictions;
- Ensure files are complete with citation, arresting officer report, accident report, defendant criminal history, driving record, video and/or audio records, and all related required documents;
- Prepare duplicate files for defendant and/or defending attorney as needed;
- Ensure victims, witnesses, and other interested and/or affected parties are informed of court dates, including issuing subpoenas;
- Prepare domestic battery filings for prosecution including, but not limited to, obtaining and making copies of photo and audio evidence, statements, worksheets, and defendant criminal history. Work with the Police Department's Victim-Witness Coordinator to ensure victim contact, compliance, preparatory trial work, and all other aspects relating to the victim and prosecution of domestic battery and other battery offenses.
- Contact victims and prepare and file restitution requests. Monitor court ordered restitution and compliance by defendant, including subsequent hearings and appeals;
- Monitor defendant to determine if probation conditions are met. Prepare and file motion for probation violations as needed;
- Ensure compliance with deadlines to submit case file, evidence, discovery, and related prosecution information to defense attorneys when requested;
- Prepare witness and victim subpoenas, including for law enforcement officers involved in cases. Coordinate court appearances with law enforcement witnesses;
- Maintain calendar of and track schedule of court proceedings for cases;
- Prepare cases for jury trial, including but not limited to, subpoenas to officers and witnesses, scheduling appointments with witnesses and attorneys, drafting jury instructions, preparing exhibit lists, and related duties;
- Draft legal filings including, but not limited to, letters, documents, motions, orders, affidavits, and related documents;
- Assist civil attorneys and other administrative staff in Department as needed;
- Operate standard office equipment;
- Operate a personal computer including job-related software applications;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions and return to and complete tasks in a timely manner;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Communicate effectively in the English language at a level necessary for efficient job performance;

- Complete assignments in a timely fashion; understand and comply with all rules, policies, and regulations;
- Maintain a professional demeanor at all times;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED is required; and
- Additional legal or paralegal training is preferred;
- Three (3) years secretarial experience in a legal office is preferred; criminal emphasis desired.

An equivalent combination of education and experience that provides the required skills, knowledge, and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

The employee is frequently required to stand, walk, sit, bend, operate a computer keyboard or type, handle materials, or reach with hands and arms performing the essential functions of the classification. The duties require sitting for long periods, accessing stored file boxes and file cabinets, and moving and organizing physical file materials. The employee must occasionally lift 25 pounds. Specific vision abilities required by this classification include close vision, distance vision, depth perception, and ability to adjust focus, conduct research, and inspect materials. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and communicate effectively in person, by telephone, or electronic mail. While performing the duties of this classification, the employee works in an office setting where the noise level in the work environment is usually moderate.

Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions.