

## LEGAL SUPPORT ASSISTANT

UNIT: District Attorney's Office

FLSA: Non-Exempt

DATE: 08-28-08

**NATURE OF WORK:** The purpose of this job classification is to perform specialized administrative, legal secretarial, and paralegal duties in the District Attorney's Office. The job incumbent is responsible for monitoring legal proceedings, establishing and maintaining case files, researching criminal records, preparing legal and administrative documents, drafting legal papers such as motions, petitions, pleadings, and affidavits, and assisting multiple attorneys within the District Attorney's Office. The incumbent collaborates regularly with the courts, external law offices, witnesses, victims, and members of law enforcement, and must exercise confidentiality, independent judgment, and a high level of responsibility.

**MAJOR DUTIES AND TASKS:** The following job description was developed through a Job Analysis to include the major and most frequent duties and tasks; however, the job may involve other cross-functional duties within the District Attorney's Office, as needed.

**A.** Assists multiple attorneys within the District Attorney's Office in monitoring legal proceedings, preparing documents, and organizing records and files pertinent to investigations and prosecutions. Essential functions are as follows:

- Schedules and assists in preparation for meetings, interviews, hearings, and trials.
- Coordinates requests for subpoenas and service of subpoenas.
- Establishes and maintains complex criminal files and records.
- Independently drafts a variety of complex legal documents and correspondence in accordance with statutes, court rules, and departmental policies and procedures.

**B.** Prepares legal and administrative documents such as pleadings, motions, petitions, and orders. Essential functions are as follows:

- Reviews, edits, and summarizes legal documents.
- Coordinates requests for discovery and other pertinent documents requested by defense attorneys.
- Coordinates, assembles, and prepares evidence, exhibits, affidavits and other documents for use in legal proceedings.
- Coordinates notification to victims regarding grand jury, assigned deputy district attorneys and restitution.

**C.** Performs legal and administrative secretarial duties such as typing, filing, opening case files, and research of criminal records in order to prepare documents and maintain an organized and accessible filing system. Essential functions are as follows:

- Transcribes dictation from tape recordings or notes.
- Types correspondence, reports, administrative and legal forms.

- Greets public and assists with directions, information, and contacts.
- Answers and directs telephone calls to appropriate offices.
- Codes, classifies, and files all documents and records received or prepared.
- Locates and pulls files daily for Deputy District Attorneys based on daily court dockets.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of legal resources such as statutes, case law, administrative records, opinions, articles, and a variety of rules and regulations as needed to find appropriate legal information to assist staff attorneys.
  - Knowledge of the court system and judicial procedures related to hearings needed to assist in preparation and coordination of legal representation.
  - Knowledge of desktop computers and software in order to efficiently navigate multiple screens and sites, passwords, menus, and function keys to enter, access, and retrieve information.
  - Knowledge of proper legal formats and terminology needed on providing information and documents to the courts and other legal entities.
  - Knowledge of procedures and codes used to enter, change, or delete computerized information.
  - Knowledge of the *Codes of Alabama* and *Alabama Rules of the Court*.
  - Knowledge of rules of grammar and punctuation to accurately prepare complex legal documents and correspondence.
  - Know of department standards regarding appropriate dress, language, personal hygiene, attendance, and decorum needed to ensure professionalism and positive interactions with visitors, contacts, and co-workers.
  - Knowledge of confidential information and protocols for releasing information to visitors and outside contacts with the District Attorney's Office.
  - Knowledge of norms of courtesy and etiquette when interacting with the public and co-workers.
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- Skill in typing, correspondence, legal documents, forms and reports.
  - Skill in performing key entry of data.
  - Skill in operation computer peripherals such as printers, scanner, tape, and disc drives, etc.
  - Skill in interpersonal relations to ensure cordial, professional, and positive relations with the public, visitors, contacts, and co-workers.
  - Skill in the application of timing, tact, and discretion in communicating important and sensitive information.
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- Ability to establish and maintain a high volume of diverse legal and administrative files according to established departmental procedures, including data entry into the District Attorney Information System (DAIS).
  - Ability to organize case files as needed to assist Deputy District Attorneys with pertinent case information.
  - Ability to locate and compile data and information regarding case status, as requested.
  - Ability to research requested legal information using the *Codes of Alabama*.
  - Ability to detect errors or discrepancies in the entry of records, data, or other log entries.

- Ability to detect errors in grammar or punctuation or omissions through proofing letters, reports, forms, tables, or codes.
- Ability to organize information in reports, correspondence, and documents in a logical and interpretable manner,
- Ability to spell commonly used English words, business, and legal terms.
- Ability to communicate in writing to compose correspondence, memoranda, and reports.
- Ability to perform simple arithmetic calculations (adding, subtraction, multiplying, and dividing) in computing monetary amounts for fines, restitutions, etc.
- Ability to coordinate and schedule court dates, hearings, meetings, and interviews for Deputy District Attorneys, witness, victims, and other relevant parties.
- Ability to interpret and implement instructions issued by management and to work without close supervision.
- Ability to understand spoken instructions or work procedures provided by supervisors or others.
- Ability to distinguish between routine problems and those requiring specialized responses or attention of professional staff.
- Ability to adjust schedules to reflect changing situations, requirements, or priorities, and to follow through on specific problems or projects until completion.
- Ability to coordinate effectively with other staff and superiors in determining work priorities and in explaining and demonstrating work procedures to others.
- Ability to focus attention on responsibilities and tasks in an often fast paced, hectic, and distracting environment.
- Ability to work effectively with others in close and stressful situations.
- Ability to maintain composure and to calmly, politely, and firmly handle communications from angry or emotional individuals.
- Ability to interact effectively and cordially with persons of different gender, race, ethnicity, and socioeconomic backgrounds.
- Ability to maintain or project a positive image in face to face conversations as well as in telephone conversations with the public and representatives of outside agencies.
- Ability to communicate verbally and relate well to witnesses, victims, judges, and their staff, and the general public.
- Ability to communicate information or ideas clearly and concisely in working with staff members and outside persons, and to obtain necessary information through interviews and conversations.

### **MINIMUM QUALIFICATIONS**

- High school diploma or GED equivalent.
- One year of legal secretary experience preferred.
- Must have proficiency in typing and computer skills for word processing and records keeping functions.