



JOB DESCRIPTION

FELONY INTAKE / LEGAL ASSISTANT (DISTRICT ATTORNEY)

CLASS NO. 0908 **EEOC CATEGORY: Office and Clerical**
PAY GROUP: 105 **FLSA: Non-Exempt**

SUMMARY OF POSITION

Provides a broad range of secretarial and clerical assistance to the District Attorney's office, including preparing legal documents and correspondence, gathering information for court cases, and coordinating case schedules.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: First Assistant District Attorney
2. Directs: This is a non-supervisory position
3. Other: Has daily contact with other departmental employees, attorneys, judges, defense counsel, law enforcement personnel, and the general public.

EXAMPLES OF WORK

For the purpose of compliance with the Americans with Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.

Essential Duties:

- Contacts investigative officers in felony cases to gather supplemental file information and ensure complete and accurate documentation for prosecutorial review;
- Establishes work files for prosecutors, including preparing estimates of monetary restitution to victims, calculations of incarceration time to be credited to defendant upon conviction, and drafts of charging instrument and transit plea offer;
- Logs and maintains analog and digital recording evidence for use in prosecution; Answers telephone for staff and opens and distributes mail;
- Performs felony and juvenile intake functions by creating case folders, entering case data into the Odyssey system, verifying accuracy of information, organizing documentation received from law enforcement and judicial offices, and ensuring timely submission of complete case files to prosecutors and investigators; coordinates grand jury activities by preparing dockets, scheduling witnesses, assembling indictments, filing discovery materials, and submitting required CJIS/CR-43 reports; prepares plea paperwork, reset notices, and electronic filings as required.

- Assists in trial preparation by compiling witness lists, preparing subpoenas, jury charges on guilt and punishment, post-trial correspondence, and summaries of witness testimony;
- Assists crime victims by notifying them of legal rights and court dates, completing paperwork required by state agencies, advising them of impending parole, and assisting in the preparation of protest letters for parole hearings;
- Maintains liaison between the prosecutor's office and other victims' support agencies and volunteer groups within the county;
- Identifies physical evidence;
- Coordinates scheduling of trial witnesses, including determination of a safe location to remain during the trial and arranging for travel from out-of-county locations;
- Prepares and files claims for witnesses eligible for reimbursement; Maintains office records in an organized and accessible order;
- Drafts and types correspondence, motions, docket schedules, notices, subpoenas, and other legal documents as required;
- Receives materials for inclusion in the county law library and updates law library materials as necessary;
- Prepares all purchase orders and supply purchases for the county Law library; Prepares and maintains inventory for all assets of the county law library;
- Capable of accessing the Department of Public Safety Secure Website for purposes of obtaining computerized criminal history records; and
- Performs data entry and ensures accuracy of existing information in county-wide database and case management system (Odyssey).

Other Important Duties:

- Performs such other related duties as may be assigned.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of the job.

Ability to lift 10-25 pounds frequently;

Frequent reaching with arms, bending, twisting, standing, walking, stooping, and climbing stairs; and

Constant sitting and/or use of the computer and office equipment.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: basic criminal law procedures, and current secretarial and clerical practices.

Skill/Ability to: operate, or demonstrate ability to learn to operate, a computer using standard word processing software; type accurately; operate modem office equipment, including typewriter, fax machine, copy machine, etc.; apply correct business English, spelling, punctuation, and arithmetic;

establish and maintain effective working relationships with coworkers, judges, members of law enforcement agencies, members of various county and state agencies or offices, attorneys, and the general public; and maintain appropriate necessary certifications.

ACCEPTABLE EXPERIENCE AND TRAINING

High school diploma or equivalent.

Four (4) years of experience as a legal secretary.

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Attend continuing education as required by law and the District Attorney; and

Certification as a Notary Public.