

Created 12/6/2023

**DISCOVERY & DOCUMENT RETENTION LEGAL ASSISTANT (DISTRICT ATTORNEY)**

**CLASS NO.****EEOC CATEGORY: Office and Clerical****PAY GROUP: 13****FLSA: Non-Exempt****SUMMARY OF POSITION**

Provides a broad range of secretarial and clerical assistance to the District Attorney's office, including but not limited to: receipt, review, preparation, and copying of all discovery-related materials including documentary and digital reports and evidence; delivery of all discovery-related materials to defense counsel and ensuring receipts are properly filed with appropriate courts; closure of casefiles upon disposition; review, digital scanning, filing, and disposition of documentary items upon disposition; preparing legal documents and correspondence, gathering information for court cases, and coordinating case schedules.

**ORGANIZATIONAL RELATIONSHIPS**

1. **Reports to:** Senior 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, other county departments, and the general public;

**EXAMPLES OF WORK<sup>1</sup>****Essential Duties**

Contacts investigative officers in criminal cases to gather initial and supplemental file information.

Reviews file information and makes all necessary copies for delivery to defense counsel.

Assists in the closure of cases and, upon disposition digitally scans, files, and logs materials prior to disposition of physical items.

Reviews, digitally scans, files and logs materials related to closed cases.

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<sup>1</sup> For the purpose of compliance with the Americans with Disabilities Act (ADA), this job description does not take into account potential reasonable accommodations.

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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;

Assists in trial preparation by compiling witness lists, preparing subpoenas, jury charges on guilt and punishment, and post-trial correspondence, and typing 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 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 correspondence, motions, docket schedules, notices, subpoenas, and other data as required;

Capable of accessing 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

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

Performs other duties as assigned.

#### **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT<sup>2</sup>**

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<sup>2</sup> Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

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Ability to lift 10-25 pounds frequently and 25-50 pounds occasionally;

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

Constant sitting and/or use of 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 modern 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 its equivalent, plus at least 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**

Certification as a Notary Public.