

SHOSHONE COUNTY

Job Description

Job Title:	LEGAL ASSISTANT / VICTIM WITNESS COORDINATOR
Department:	Prosecuting Attorney
Reports To:	Office Manager/Sr. Legal Assistant, Prosecuting Attorneys
Pay Grade:	Starting pay \$12.27/hour (depending on experience) plus benefits
Hours:	21+ hours per week
FLSA Status:	Non-Exempt

SUMMARY: Under general supervision, this position performs administrative and support services to the Prosecuting Attorney; develops and maintains office procedures, systems and work flow. Provides information, support, and referrals to victims of crime; meets with crime victims through the criminal justice process; performs related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are representative of the duties of the position when fully functioning. They are not intended to represent the entire functional capacity of the position at the task level.

LEGAL ASSISTANT FUNCTIONS:

The legal assistant handles the administrative caseload of the Prosecuting Attorney which consists of a combination of felony, misdemeanor, and/or appellate cases. He/she acts as a liaison between attorney and client, knowing when he/she can assist the client (i.e., progression of case, general questions) and when the matter requires attorney attention. Responsible for entering and maintaining client records, attorney calendars, and tickler system. Coordinates attorney and court calendars.

Independently procures records, documents, etc., for completeness of file. Is proficient in utilization of Odyssey/Icourts court electronic filing system, case management software, etc. Exercises independent judgment based upon comprehensive knowledge of individual cases. Understands and applies applicable court rules and policies and has understanding of legal citation and format. Is proficient in transcribing, scanning, and copying CD's and DVD's, and/or other electronic data.

The legal assistant composes legal documents from general instruction. Understand legal terminology and format. Independently drafts/composes and types pleadings, documents and miscellaneous correspondence for the attorneys review and approval. Has good writing skills, demonstrates comprehensive knowledge of English language, punctuation, and spelling. Knows general office practices, procedures, and machines. Ensures that all documents under his/her control leaving the office are of high quality and professional appearance.

The legal assistant maintains computer records of necessary client documents and work product. Maintains and updates standard court forms, documents and letters. Creates and maintains client folders and trial folders. Maintains the strictest confidentiality of clients, co-workers and attorneys. Prioritizes work flow, demonstrates accuracy and attention to detail. Demonstrates ability to work independently in the absence of specific instructions. Demonstrates loyalty, strict confidentiality and dedication. Deals tactfully with members of the public under stressful conditions.

In addition, the Victim Witness Coordinator duties are: participating and meeting with crime victims for the Pretrial Victim Witness Participation Program, responsible for compliance with ensuring victim's rights notification requirements are met through communication with crime victims, providing access to crime victim's compensation program applications, as well as an understanding and ability to utilize VINE information services for all caseload assignments. You will also be responsible for coordinating and scheduling a victim advocate to be present upon request by a victim.

Performs these duties and responsibilities during scheduled work hours, shift differential, weekends and holidays or after-hours where specifically requested by the Prosecuting Attorney.

Non-exempt staff may be required or requested to work overtime.

The person in this position is authorized access to such private information as a condition of employment to the extent necessary to perform their duties. As an employee of the county, employees are required to protect against unauthorized access to such information, ensure the security and privacy of such information, and disclose any anticipated threats or hazards to such information. Employees must be very careful not to release this information to the public or to other individuals, including but not limited to county employees who have not been authorized or who do not have a legitimate organizational, departmental, or business need to know as described in Idaho Code Section 9 et.seq. Any questions regarding release of such information to another person should be directed to their supervisor, elected official, or their designee.

KNOWLEDGE, SKILLS, AND ABILITIES - Qualifications: The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Working knowledge of secretarial principles and practices; English composition; spelling; and business formats.
- Ability to plan, coordinate and direct activities of subordinates; independently design, develop and install office procedures, and systems.

EDUCATION AND/OR EXPERIENCE: Preferred: Associate's degree or Applied Associates Degree or Certification from a two-year college or professional/technical school or Legal Assistant program and preference for five (5) years related experience and/or training; or equivalent combination of education and/or experience as a legal assistant, office manager, and/or deputy clerk. Required: High school diploma, and prior assistant or secretarial experience or experience working with crime victims.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess, or have the ability to obtain a valid driver's license and be insurable.

TECHNOLOGY EQUIPMENT AND TOOL SKILLS: Proficient ability to use a personal computer and associated peripherals, and use Microsoft Windows 2000 or higher, Microsoft Office XP or higher, databases specific to the County, Internet, and Microsoft Outlook. Ability to use telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment.

LANGUAGE SKILLS: Ability to read, analyze, interpret and apply procedures and information. For example: from journals, documents and manuals in a specialized field, financial reports, policy and procedure manuals, and legal documents and manuals; to respond to common inquiries or complaints from customers, regulatory agencies, or members of the community; to write original speeches and articles for publication that conform to prescribed style and format; to effectively present information to top management, public groups, and/or boards of directors; to read, write, hear, and speak in English.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job, and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel; and occasionally required to stand, walk, sit, reach with hands and arms and climb or balance. The employee must occasionally lift and/or move up to 10 pounds with or without assistance, and with or without the aide of equipment and/or devices designed to assist in the lifting effort. The noise level in the work environment is moderate.

Prepared and Approved by: Keisha L. Oxendine
PROSECUTING ATTORNEY

Date: 01/16/2019