



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: Legal Assistant I **NEW:** **REVISED:**
(Please check one)

REPORTS TO: Office Administrator or First Assistant Prosecuting Attorney **FLSA:** Non-Exempt **DATE:** 03/2017

DEPARTMENT: Prosecuting Attorney **JOB CODE:** 601

SUMMARY:

Under general supervision, the Legal Assistant I provides administrative and clerical support for the Assistant Prosecuting Attorneys and other legal personnel in the Boone County Prosecuting Attorney’s Office.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Serves as Legal Assistant to the Assistant Prosecuting Attorneys; proofreads letters, records, reports and other legal documents; enters and scans data into case management system; composes routine replies and letters to incoming mail; codes, sorts, and files case materials; maintains office filing system; copies and distributes reports and evidence to defense attorneys for disclosure; prepares legal documents and correspondence such as complaints, motions, and other information.

Performs a variety of legal office support work; prepares letters, correspondence, forms and other documents; receives, sorts, and distributes incoming mail; maintains copies of documents; operates computers, maintains and updates files, electronic files and databases; performs word processing; operates office equipment; answers phone lines and e-mail and directs inquiries and information to the appropriate staff.

Receives and enters all new arrests, warrant requests, and tickets into case management system; assigns cases to prosecutors; prepares settings for jury trials, preliminary hearings, court trials, and probation violations by entering settings into the computer; provides information to attorneys for subpoena; prepares, copies and sends discovery files to defense attorneys; types releases for bonds of arrests when charges are not filed; ; maintains a high

level of accuracy in verifying information to ensure the correct person is arrested or released; types letters and court-related documents; types and prepares jury instructions, witness and exhibit lists.

Performs other duties as assigned.

KNOWLEDGE AND SKILL:

1. Knowledge of personal computers and standard software applications related to legal support work, including Microsoft Word and Excel.
2. Knowledge of filing and electronic record keeping systems.
3. Knowledge of English grammar, punctuation, and spelling; advanced skill in communicating effectively using the English language, both orally and in writing.
4. Knowledge of legal processes and terminology.
5. Knowledge of the criminal justice system in the State of Missouri.
6. Skill in reading and preparing legal documents.
7. Skill in mathematics sufficient to take and receipt cash money, accurately calculate and give change, balance a cash drawer and perform calculations using addition, subtraction, multiplication, and division.
8. Skill in application of State and Federal guidelines, rules, and statutes to perform essential functions of position.
9. Skill in handling stressful situations successfully and the ability to work well with other employees, court professionals and the public.
10. Advanced skill in application of State and Federal guidelines, rules, and statutes to perform essential functions of position.
11. Advanced skill in discretion and maintaining confidential information.
12. Ability to work independently and follow instructions.
13. Advanced ability to learn and apply policies, procedures, documents, and terminology affecting assigned functions.
14. Advanced ability to maintain a high level of accuracy and attention to detail.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, printers and scanners, hand-held recording devices, filing cabinets and fax machines. This position is routinely in contact with the public, law enforcement agencies, Court employees, attorneys and members of other entities.

MINIMUM QUALIFICATIONS:

High school diploma or GED, plus 3 years clerical or office management experience. Must possess a clear criminal history.

PREFERRED QUALIFICATIONS:

Bachelor's degree in Criminal Justice or related field, experience working a legal environment, and the ability to type 45 WPM.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.