



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Legal Assistant III</u>	NEW: <input type="checkbox"/>	REVISED: <input checked="" type="checkbox"/> <small>(Please check one)</small>
REPORTS TO: <u>Office Administrator</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>03/2017</u>
DEPARTMENT: <u>Prosecuting Attorney - IVD</u>	JOB CODE: <u>601</u>	

SUMMARY:

Under general supervision, the Legal Assistant III provides budget administration and clerical support for attorneys and other legal personnel in the Child Support Division of 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 assigned Assistant Prosecuting Attorney; proofreads letters, records, reports, and other legal documents; enters and scans new case referral 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.

Maintains confidential files and filing system for court files; prepares, analyzes, and maintains statistical reports; 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; types letters and court-related documents; types and prepares jury instructions, witness and exhibit lists; sends required information and reports to Probation and Parole.

Monitors cases for compliance; investigates and uses enforcement procedures; gathers essential facts and evidence from other agencies, witnesses, and victims to prepare files for possible criminal prosecution; uses discretion when interviewing witnesses and victims to gather the evidentiary facts necessary for successful criminal prosecution; analyzes case based information and testifies in court; routinely interacts and interviews custodial and non-custodial parents in person and by phone; monitors probation cases and negotiates payment agreements and other stipulations as needed.

Acts as LAN Administrator for the MACSS computer system; maintains records of applications and printers; implements security and coordinates changes; updates MACSS and processes any alerts.

Monitors criminal cases filed and criminal convictions to prepare and send Quarterly Criminal Statistics Report to the State of Missouri, Department of Social Services, and the Family Support Division.

Attends bi-annual MAPA meetings for updates regarding child support enforcement procedures; attends yearly child support training conferences; prepares new civil files for IVD office.

Prepares, develops, monitors, and administers the budget for the State of Missouri Family Support Division; coordinates the fiscal activities for the Child Support Division and reconciles the budget with the Boone County Auditor's Office; prepares purchase and payment requisitions to pay division bills; processes journal entries, budget revisions and amendments; prepares reimbursement claims to be submitted to the State of Missouri.

Prepares and tracks any depreciation on assets to be submitted to the State of Missouri; attends quarterly Purchasing Committee meetings.

Registers division personnel for conferences and training and submits payment; oversees housekeeping responsibilities and maintenance of the building as needed.

Performs other duties as assigned.

KNOWLEDGE AND SKILL:

1. Knowledge of English grammar, punctuation and spelling; advanced skill in communicating effectively using the English language, both orally and in writing.
2. Advanced knowledge of personal computers and standard software applications related to legal support work, including Microsoft Word and Excel.
3. Advanced knowledge of the MULES, MACSS and KARPEL systems.
4. Advanced knowledge of filing and electronic record keeping systems.
5. Advanced knowledge of legal processes and terminology.
6. Advanced knowledge of the criminal justice system in the State of Missouri.

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 handling stressful situations successfully and the ability to work well with other employees, court professionals and the public.
9. Expert skill in reading and preparing legal documents.
10. Expert skill in application of State and Federal guidelines, rules and statutes to perform essential functions of position.
11. Expert skill in discretion and maintaining confidential information.
12. Expert skill in building and maintaining rapport and cooperation with individuals in stressful and highly emotional situations.
13. Expert ability to work independently and follow instructions.
14. Expert ability to maintain a high level of accuracy and attention to detail.
15. Expert ability to learn and apply policies, procedures, documents and terminology affecting assigned functions.

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, witnesses, defendants, victims, law enforcement agencies, Court employees, attorneys, and members of other entities. This position is subject to large workloads and stressful situations regularly.

MINIMUM QUALIFICATIONS:

High school diploma or GED, plus 3 years clerical or office management experience, with 2 years experience working in a legal environment. Must possess a clear criminal history.

PREFERRED QUALIFICATIONS:

Bachelor's degree in Criminal Justice or related field 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.