



BOONE COUNTY JOB DESCRIPTION

JOB TITLE:	<u>Legal Assistant III</u>	NEW:	REVISED: <u>X</u>
			(Please check one)
REPORTS TO:	<u>Office Administrator</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>03/2017</u>
DEPARTMENT:	<u>Prosecuting Attorney</u>		JOB CODE: 601

SUMMARY:

Under general supervision, the Legal Assistant III provides administrative and clerical support for the Elected Prosecuting Attorney 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 Elected Prosecuting Attorney; 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.

Responsible for reviewing, checking and entering all incoming law enforcement reports and digital and paper evidence for homicide cases; ensures all reports are accurately entered and forwarded for review and charging decisions; maintains a high level of accuracy in verifying information; transcribes audio and video evidence; communicates daily with law enforcement agencies, courthouse departments, and personnel for needed reports and information.

Creates and maintains coding, events, templates, documents, and forms in the case management system; maintains confidential files and filing system; prepares, analyzes, and

maintains statistical reports for the Elected Prosecuting Attorney; prepares settings for jury trials, preliminary hearings, court trials, and probation violations by entering settings into the computer; provides information to attorneys for subpoenas; prepares, copies, and sends discovery files to defense attorneys; types releases for bonds of arrests when charges are not filed; types and prepares jury instructions, witness, and exhibit lists.

Provides guidance and assists in training other Legal Assistants; provides coverage for other Legal Assistants in their absence; assists in monitoring and evaluating workflow processes to develop and modify procedures to increase quality, efficiency, and effectiveness.

Serves as Terminal Agency Coordinator for the MULES system; schedules training, monitors compliance with Missouri State Highway Patrol and NCIC rules and regulations; monitors the release of information regarding criminal history; distributes current information to persons with access to the MULES Network; assists with questions or problems related to MULES access.

Serves as administrator for the Prosecutor's Office access to the Missouri Department of Corrections Law Enforcement Notification System.

Conducts criminal history checks on new arrests, warrant requests, victims, witnesses and prospective employees by reviewing historical wants, warrants, and missing and stolen records; verifies fingerprint offense cycle numbers for criminal history data.

Assists the Chief investigator with requests for evidence destruction; distributes forensic lab reports; copies digital and paper evidence; orders out-of-state convictions.

Performs all 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 and KARPEL systems.
4. Advanced knowledge of the criminal justice system in the State of Missouri.
5. Advanced knowledge of filing and electronic record keeping systems.
6. Advanced knowledge of legal processes and terminology.
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 ability to learn and apply policies, procedures, documents and terminology affecting assigned functions.
13. Expert ability to work independently and follow instructions.
14. Expert 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, 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.