



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Legal Assistant II</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>01/16</u>
DEPARTMENT: <u>Prosecuting Attorney</u>	JOB CODE: 500	

SUMMARY:

With general supervision, the Legal Assistant II provides Child Support administration and support, as well as provides administrative and clerical support for 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.)*

Establishes civil paternity and child support judgments; receives and verifies all documents and information pertaining to assigned cases; maintains a high level of accuracy in verifying information; interviews custodial parents, non-custodial parents, and witnesses to obtain information to collect statements and evidence for litigation; monitors probation cases and contacts probation officers and victims to ascertain information regarding defendant employment, wages, or support; coordinates genetic testing and files appropriate motions; monitors jail logs daily to discover cash bond amounts subject to child support liens.

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; responds to questions and complaints from victims, witnesses, defendants, and the public.

Reviews probation conditions and monitors support payments for criminal cases; communicates with probation officers and victims to ascertain defendant employment and support status; communicates directly with unrepresented defendants to prompt compliance with probation conditions and coordinates stays on license suspensions as needed. 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 letters and court-related documents; drafts and files Court forms, motions, and pleadings for review by the Assistant Prosecuting Attorney; enters information onto the docket and serves information as needed; drafts final judgments for review by the Assistant Prosecuting Attorney, and then files and docket judgments; accompanies the Assistant Prosecuting Attorney to civil hearings to assist in case presentation or to testify as needed; informs the Family Support Division of case progression by making timely diary notations in the MACSS; performs similar duties for incoming and outgoing Uniform Interstate Family Support Act (UIFSA) cases.

Performs other duties and special projects 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. Knowledge of filing and electronic record keeping systems.
3. Knowledge of personal computers and standard software applications related to legal support work, including Microsoft Word and Excel.
4. Advanced knowledge of legal processes and terminology.
5. Advanced knowledge of the criminal justice system in the State of Missouri.
6. 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.
7. Advanced skill in reading and preparing legal documents.
8. Advanced skill in application of State and Federal guidelines, rules, and statutes to perform essential functions of position.
9. Skill in handling stress successfully and the ability to work well with other employees, court professionals and the public.
10. Advanced skill in discretion and maintaining confidential information.
11. Advanced ability to communicate emotionally difficult topics and information to gather important information.
12. Advanced ability to maintain a high level of accuracy and attention to detail.
13. Advanced ability to learn and apply policies, procedures, documents, and terminology affecting assigned functions.
14. Ability to successfully complete training on the MULES and MACSS systems.
15. Ability to work independently and follow instructions.

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. This position is subject to varying workloads and high stress situations.

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 in 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.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)