

# Legal Assistant

Dept/Div: Attorney

FLSA Status: Non-Exempt

## General Definition of Work

Performs intermediate skilled administrative support work creating and maintaining criminal, civil, child commitment and CHIP's files, responding to requests for information, and related work as apparent or assigned. Work is performed under the limited supervision of the County Attorney.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Essential Functions

- Answer phones, distribute mail, assist members of the public in person and over the phone; updates computer forms as necessary; manages files.
- Subpoena and notify victim's/witnesses of hearing dates; pulls files for court calendars; request criminal history from BCA; request BCA to test drug samples.
- Track requests from officers for information; tracks all continuances for dismissals for filing of dismissal with the court; track cases that are under review pending information.
- Prepare discovery for defense; draft and file all pleadings; ascertain all witnesses for the witness list; complete complaints and file with the court.
- Prepare and file Fugitive from Justice paperwork; prepare extraditions; prepares writs.
- Organize and maintain criminal files, including closing out criminal files and notify charging agency.

## Knowledge, Skills and Abilities

Thorough knowledge of County and department policies, practices and procedures; general knowledge of Minnesota statutes, rules and regulations; thorough knowledge of criminal complaints, Juvenile Petitions, Commitment Petitions, Guardianship Petitions, pleadings and evidence; thorough knowledge of binding equipment, postage machines and CD/DVD burners; standard office equipment, standard computer office software; ability to make arithmetic calculations; knowledge of time requirements for adult criminal, juvenile criminal, commitments, probation violations and CHIPS.

## Education and Experience

Associates/Technical degree with coursework in Legal Secretary, or related field and considerable experience, or equivalent combination of education and experience.

## Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires using hands to finger, handle or feel and repetitive motions, frequently requires standing, walking, sitting, speaking or hearing and reaching with hands and arms and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision and ability to adjust focus; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

Legal Secretary Degree upon hire