

BENTON COUNTY POSITION DESCRIPTION

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|--|---|---------------------------------------|-----------------|--------------------|
| CLASSIFICATION | BAND | GRADE | SUBGRADE | FLSA STATUS |
| Paralegal 1 | B | 2 | 1 | Non-Exempt |
| POSITION TITLE: Legal Specialist | | POSITION#: | | |
| <input type="checkbox"/> New <input checked="" type="checkbox"/> Revised (Check one) | | Date: 9-20-17 | | |
| SERVICE TYPE: | | AFSCME | | |
| Employee Name: | Department: District Attorney | Supervisor: Meghan Gonzalez | | |
| FTE: 100% | | Employment Status: Regular Full Time | | |

Position Summary:

Under moderate supervision performs legal support activities of a complex clerical nature, with regard to criminal, juvenile delinquency and dependency matters. May provide full scope of paralegal support to attorneys.

| No. | Major Functional Area (MFA) | % of Time |
|-----|--|-----------|
| 1 | Administrative Support Essential Duties: <ul style="list-style-type: none"> • Applies comprehensive understanding of statutes pertaining to discovery, ensure that all discoverable materials are provided to the appropriate parties in a timely manner and invoice accordingly. May be assigned the responsibility for discovery for up to 9 Deputy District Attorneys. • Provide materials pursuant to public records requests as directed and invoice accordingly. • Redact/blurr audio and video recordings • Verify daily court docket and process court notices per established procedures. • Prepare documents such as forms and correspondence, and organize and maintain records in paper and electronic filing system. • Obtain additional material necessary to prosecute charge(s) alleged by the DDA. • Complete various forms, such as DMV suspension packets, certified copy requests, and National Traffic Safety Institute forms. • Invoice, receipt payments and clear pending accounts • Mail, fax, or arrange for delivery of documents to defense counsel, defendants, witnesses, and the court. May need to drive to neighboring counties to deliver or pick up documents. • Assist the public in person and via telephone. May be assigned as the first point of contact for the District Attorney's office. | 60% |
| 2 | Data Entry Essential Duties: <ul style="list-style-type: none"> • Data Entry into case management system, including memorializing all contacts and actions associated with a case. • Assist with annual archiving and file purge. | 20% |

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| | <ul style="list-style-type: none"> Organize and maintain documents and electronic case files. Track training and leave for Law Enforcement and DA staff in case management system. Track grand jury room reservations and on-call schedules in case management system | |
| 3 | Legal Support Essential Duties: <ul style="list-style-type: none"> Prepare and process legal documents, such as pleadings, arrest and search warrants, subpoenas, motions, affidavits, orders, judgments and diversion contracts and file with the court as appropriate. Assist attorneys and law enforcement in obtaining information such as employment, medical, financial and other records. Prepare cases for Grand Jury and facilitate the Grand Jury process including preparing witness fee vouchers. Assist with processing new adult and juvenile cases which may include but not limited to, LEDS, DMV and NCIC criminal histories, lab reports, evidence, arrest warrant affidavits, police reports, and witness and defendant information. Respond to probation reports from Community Corrections and the Court. Monitor District Attorney diversions and conditional discharges and prepare and file appropriate paperwork with the court. Review judgments, research and prepare property dispositions, and close out files. Assist with preparation of trials. Process Police Officer Mental Commitment paperwork. Provide clerical support to the Deputy Medical Examiner. | 15% |
| 4 | Additional Duties As Assigned To Include but Not Limited To Essential Duties: <ul style="list-style-type: none"> Special projects that advance departmental goals Participate in staff meetings and conduct and attend trainings | 5% |
| Percentages should total 100% | | 100% |

MINIMUM QUALIFICATIONS:

- High School Diploma or GED plus, 4 years of experience in a general office setting with 2 years of those years being in a legal setting.
- Demonstrated understanding of the criminal justice system in Oregon.
- Preference given to candidates with experience in an Oregon Prosecutor's Office.

An equivalent combination of education and work experience may be accepted.

Special Requirements:

Obtain LEDS certification, Notary Public, and ODL in the first 30 days of employment. Regular and predictable in-person attendance is necessary to provide services to citizens and to maintain active engagement with the courts and court process.

Must pass a thorough background investigation and comply with all Federal, State and Local laws.

Physical Requirements:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Sedentary work involves sitting frequently, however, half of the office is accessible only by climbing a flight of stairs.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____