

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION		BAND	GRADE	SUBGRADE	FLSA STATUS
Administrative Assistant		A	1	3	Non-Exempt
POSITION TITLE: Legal Assistant			POSITION#:	500227	
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised (Check one)		Date:			
SERVICE TYPE:			AFSCME		
Employee Name:	Vacant	Department:	District Attorney's Office	Supervisor:	Meghan Gonzalez
FTE:	1.0	Employment Status:	Regular Full Time		

Position Summary:

Performs administrative and legal support activities. Focus areas include Intake and Legal Support with regards to adult cases, and Juvenile Delinquency matters. Produces a high volume of work under short deadlines.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	MFA: Intake 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 processing new adult and juvenile cases, including but not limited to, LEDS, DMV and NCIC criminal histories, lab reports, evidence, arrest warrant affidavits, police reports, and witness and defendant information. Obtain additional material necessary to prosecute charge(s) alleged by the DDA. Process Mental Commitment paperwork. Organize and maintain documents and electronic case files. Track training and leave for Law Enforcement and DA staff in case management system. 	55%
2	MFA: 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 including 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. 	25%

	<ul style="list-style-type: none"> • 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 Deputy District Attorneys with preparing for Trial. 	
3	MFA: Administrative Support Essential Duties: <ul style="list-style-type: none"> • Verify daily court docket and process court notices per established procedures. • Assist with annual archiving and file purge. • Provide administrative support to assigned staff. • Provides Notary Public services. 	10%
4	Additional Duties as Assigned, Including but Not Limited to <ul style="list-style-type: none"> • Special projects that advance departmental goals • Participate in staff meetings and conduct and attend trainings 	10%
Percentages should total 100%		100%

Special Requirements related to essential functions:

*Notary Public designation within the first 30 days of employment. Must pass a fingerprint-based background investigation and comply with all Federal, State and Local laws.

*Notary Public is a simple process that our office can assist with.

Physical Requirements:

Positions in this class typically require reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, however, half of the office is only accessible by climbing a flight of stairs. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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: _____