

## **JOB POSTING – LEGAL ASSISTANT – SEX OFFENSE DOMESTIC VIOLENCE DIVISION**

**POSITION:** Legal Assistant

**STATUS:** Full-Time

**DEPARTMENT:** JCPO

**WORK SCHEDULE:** 8:00-4:30 M-F

**DATE WRITTEN:** 06/06/2023

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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.

### **JOB REQUIREMENTS:**

- Associates Degree in paralegal studies or related area, prior experience preferred.
- Working knowledge of County court system and related legal terminology and requirements.
- Working knowledge of standard English grammar, spelling and punctuation, and ability to compose correspondence and prepare documents as assigned.
- Ability to understand and follow oral and written instructions and work independently and with others in a team environment.

### **ESSENTIAL FUNCTIONS:**

- Prepares new and existing digital case files as assigned; closes cases as appropriate.
- Maintains oral and written communication with various law enforcement agencies, defense counsels, courts, probation departments, department of child services and other witnesses concerning cases and investigations as assigned.
- Prepares charging information, subpoenas, motions, orders, discoveries, and any other legal documents requested by assigned attorney(s).
- Maintains court calendars
- Track all E-Notices
- Assists attorney(s) with trial by preparing and organizing exhibits, scheduling trial prep, filing various motions and coordinating witnesses.