

JOB POSTING – FRONT DESK/LEGAL ASSISTANT

POSITION: Reception/Legal Assistant

STATUS: Full – Time

DEPARTMENT: JCPO

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

DATE WRITTEN: 10/28/2024

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

- Associate degree in paralegal studies or related area, or equivalent combination of education and experience.
- Must be at least 18 years of age.
- Answers multi-line telephone system and greets office visitors, providing information and assistance, taking messages, and/or transferring/directing to appropriate individual or department.
- Completes data entry for new criminal arrests and prepares new case files, maintaining and distributing daily charges filed list.
- Prepares pleas, subpoenas, discoveries, motions, orders, amend charges, recall warrants, and transfers as appropriate; notifies police, civilian witnesses, and other court witnesses of court dates, pleas, and case related issues as assigned.
- Maintains oral and written communication with various law enforcement agencies, attorneys, courts, court services and/or witnesses concerning cases and investigations as assigned.
- Working knowledge of standard English grammar, spelling and punctuation and ability to compose correspondence and prepare documents as assigned.
- Ability to type with speed and accuracy and properly operate a variety of standard office equipment, including computer, printer, telephone, copier, scanner, fax machine, and calculator.
- Ability to effectively communicate orally and in writing with co-workers, other County departments, attorneys, court personnel, state and local law enforcement agencies, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
- Assists department personnel as assigned. Performs related duties as assigned.
- Ability to work on several tasks at the same time and complete assignments effectively amidst frequent distractions and interruptions, often under deadlines.
- Ability to maintain confidentiality of Office records and information as required.