

**Washington County  
Legal Assistant - Juvenile Division  
Job Description**

**Exempt:** No  
**Department:** Prosecuting Attorney  
**Reports To:** Juvenile Prosecuting Attorney  
**Location:** County Offices  
**Date Prepared:** April 16, 2012

**GENERAL DESCRIPTION OF POSITION**

The incumbent provides a variety of duties to assist attorneys to whom assigned according to established policies and procedures. Performs all paralegal duties with the department and observes confidentiality of all matters, with an emphasis on providing pertinent support to the Juvenile Division. This includes the gathering of information and preparation of case material to be used in court by the Juvenile Prosecutors. Work involves considerable interaction with the public, various agencies, and police departments, often under stressful or difficult conditions. The incumbent will draft and file all FINS cases, nolle prosequi orders, petitions, warrants, subpoenas and show cause orders. The incumbent will prepare the files for arraignment, adjudication, and trials. This person will assist and consult with the Juvenile Prosecutors prior to cases that go to trial and release witnesses if needed. Incumbent will ensure that each situation is handled according to County policies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Prepare and file legal documents as necessary, including but not limited to informations, petitions, nolle prosequi orders, other orders, FINS petitions, and warrants.
2. Prepare the FINS cases, truancy cases, drug court cases, showcause cases and some criminal cases for prosecutors to take to Court. This may involve delivering cases to prosecutors in Juvenile Court at various times during the day.
3. Docket all FINS cases, truancy cases, drug court cases, showcause cases, some criminal cases, and any other orders that come back from Court as needed.
4. Prepare all adjudication orders, disposition orders, orders for FINS cases, truancy cases, showcause cases, and blank orders for Court.
5. Subpoena all victims and witnesses as directed by Juvenile Prosecutors.
6. Communicate with victims and witnesses and keep them informed of changes in court dates.
7. Answer telephone, answer pertinent questions and direct calls within the Juvenile Prosecutors Office.
8. Field all walk-ins in a polite and efficient manner, and answer pertinent questions and direct them as needed.
9. Assist the Prosecutors by gathering information from police agencies, if additional discovery is needed.

10. Send all discovery to defense attorneys.
11. Serve as a liaison between the Juvenile Prosecuting Attorney's Office and police departments.
12. Check with all local police departments and agencies concerning on going and filed cases for new evidence.
13. Assist with scheduling and rescheduling cases. Ensure that all dispositions are docketed.
14. Track the service of subpoenas and summonses in all cases and verify cases are complete and ready for court to determine if the State is ready to proceed with trials and hearings.
15. Maintain the utmost confidentiality in all office activities.
16. Ensure that all activities are professionally and ethically performed in accordance with the law to protect the individual rights of all citizens in Washington County.
17. Perform all liaison activities in a professional manner to ensure maximum cooperation between and among the County and other agencies.
18. Organize FINS, truancy cases, drug court cases, some criminal cases and showcause cases, gathering police reports from various agencies for hearing or trial preparation. Paperwork must be filed on a timely basis.
19. Work closely with the Juvenile Case Coordinator to insure calendar is accurate and up to date.
20. Assist in development of continued improvements in current case management system and enter information in case management system.
21. Have all orders file marked at the Circuit Clerk's Office.
22. Make sure all files for each full day of Court are complete and available to the Prosecutor in Court.
23. Assist citizens in filing citizen complaints.
24. Keep track of all statistics for the year including; FINS cases, truancy cases, drug court cases, and show causes and give to the Elected Prosecuting Attorney.
25. Monitor Juvenile Law Clerk, and advise said individual in proper office procedures as needed.
26. Perform any other related duties as required or assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

## **EDUCATION AND EXPERIENCE**

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or

correspondence school specialized training, equal to two years of college, plus 4 years related experience and/or training. Or equivalent combination of education and experience.

### **COMMUNICATION SKILLS**

Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

### **CRITICAL THINKING SKILLS**

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

### **REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

### **PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Not indicated.

### **SOFTWARE SKILLS REQUIRED**

Intermediate: Contact Management, Database, Word Processing/Typing  
Basic: Alphanumeric Data Entry, Spreadsheet

### **INITIATIVE AND INGENUITY**

#### **SUPERVISION RECEIVED**

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

#### **PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

#### **DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

### **MENTAL DEMAND**

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

### **ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately structured. Fairly broad activities using moderately structured procedures

with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

### **SUPERVISORY RESPONSIBILITIES**

No supervision.

Supervises the following departments: Not indicated.

### **RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

### **ACCURACY**

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

### **ACCOUNTABILITY**

#### **FREEDOM TO ACT**

Directed. Freedom to complete duties as defined by wide-ranging policies and precedents with mid to upper-level managerial oversight.

#### **ANNUAL MONETARY IMPACT**

Very small. Job creates a monetary impact for the organization up to an annual level of \$100,000.

#### **IMPACT ON END RESULTS**

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

### **PUBLIC CONTACT**

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

### **EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

### **USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

## **WORKING CONDITIONS**

Periodically exposed to such elements as noise, intermittent standing, walking, occasionally pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

## **ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

## **PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to sit, talk or hear; frequently required to use hands to finger, handle, or feel; and occasionally required to stand, walk, reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds; frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; and color vision.

## **ADDITIONAL INFORMATION**

### **OTHER SKILLS and ABILITIES:**

The Juvenile Legal Assistant must have diplomatic skills to work with attorneys, police agencies, state and out of state agencies. Knowledge of modern office practices, procedures, and equipment is necessary. Must possess strong written and verbal communication skills, understanding of legal terminology, knowledge of judicial proceedings and rules of evidence. The ability to analyze facts, statements, and evidence as well as the ability to establish a good rapport with individuals often under difficult circumstances is required. The Juvenile Case Coordinator should also possess computer skills with a good understanding of Word. Ability to independently resolve problems.