

WASHINGTON COUNTY
Job Description

JOB TITLE: Paralegal/Media Specialist

Exempt (Y/N):No

DEPARTMENT: Prosecuting Attorney

DATE PREPARED: October 2012

SUPERVISOR: Office Administrator

ACCOUNTABILITY OBJECTIVE:

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 through electronic media. Organizes and maintains case files, pleadings and other documents and attorney notebooks. Summarizes articles, reports, witness statements, etc. Ensures that all office functions are performed efficiently, and in a professional and timely manner. Initiate and install new ideas for efficient operations. Ensure that each situation is handled according to County Policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Follow the ethical requirements as set forth by the Rules of Professional Conduct of the State.
2. Reviews and analyzes cases in order to assist in preparation of cases for trial.
3. Prepares PowerPoint, and/or other electronic presentation media, for court. Is available to show Multi-Media presentation in the courtroom.
4. Transcribes previously recorded interviews, depositions, informant tapes, and any other evidence collected by this office as needed.
5. Drafts information, routine notices, affidavits, motions and other pleadings.
6. Establishes, organizes and maintains attorney trial notebooks, expert witness notebooks, document indexes and lists.
7. Locates and confers with expert witnesses and resource people. Arranges for expert witnesses.
8. Conducts research, and locates cases, depositions, opinions, reports, and information related to the matter.
9. Makes telephone calls for attorneys going to trial in polite and efficient manner.
10. Contacts and interviews parties, witnesses and experts, including the obtaining of written statements from witnesses.
11. Reviews and outlines statements, indexes and summarizes documents.
12. Utilizes computerized litigation techniques and software when applicable.
13. Assists in preparation of the cases for trial by drafting and preparing: Pre-trial Orders, Form Instructions to the Jury, Requested Voir Dire of Jurors, Conduct Jury Investigations, Prepares Witness and Exhibit Lists, Motions in Limine and Subpoena and contacts witnesses.
14. Follows up on all subpoenas for service and /or receipt of requested documents.
15. Assists in the trial of the case, including scheduling of witnesses – controls and tracks exhibits.
16. Communicates with defense attorneys for plea offers at request of the Deputy Prosecutors.
17. Performs assigned legal research tasks using all available resources, including electronic libraries.
18. Communicates with attorneys, legal enforcement officers, judges, and others in office.
19. Maintains constant communication with crime lab, members of the medical community and government officials to act as a liaison for the office.
20. Conducts all liaison activities in a professional manner to ensure maximum cooperation between and among the county and other agencies.
21. Ensures all activities are professionally and ethically performed in accordance with the law to

protect the individual rights of all citizens in Washington County.

22. Treats all citizens of Washington County in a professional and ethical manner.
23. Communicates with crime lab for coordinating witnesses and obtaining documents for court.
24. Run ACIC/NCIC criminal histories for prosecutors for possible witnesses and/or defendants, as needed.
25. Prepare files for arraignments when part-time clerk is not available.
26. Prepare bond revocations at prosecutor's request, take to judge for signature, and disperse accordingly.
27. Obtain certified convictions from various agencies from across the United States.
28. Take all evidence, photographs, audio and interview recordings and compile PowerPoint presentations, video clips and any other media related tasks, with the goal of creating a successful courtroom presentation as seen by the judge, jury, attorneys and witnesses. Also, attend all trials where media is involved to promote efficiency when presenting media related exhibits.
29. Edit audio and video recordings for use in court.
30. Copy all media for all defense attorneys.
31. Maintain and/or keep the Washington County Prosecuting Attorney's office website up to date.
32. Maintain office email account and respond to all inquiries.
33. Convert different types of media to format without equipment.
34. Keep track of all equipment within the office, including laptops, digital audio recorders, video cameras, and digital cameras.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

EDUCATION AND/OR EXPERIENCE:

Minimum of high school diploma. Five(5) years experience with three (3) or more legal years secretarial experience. Two (2) years experience with Microsoft Powerpoint and/or other similar multimedia programs. Knowledge of criminal judicial system. Knowledge of juvenile judicial system. Understanding of legal terminology.

OTHER SKILLS and ABILITIES:

The incumbent should possess accurate typing skills and dictaphone skills; have strong written and verbal communication skills; have understanding of legal terminology; knowledge of modern office practices, produces and equipment; Ability to establish good rapport with individuals, often under difficult circumstances. Should possess computer skills (Microsoft Powerpoint; Microsoft Office 97; Windows 98; Corel) and have knowledge of general office machines such as calculator, copier, FAX, printer, dictaphone, etc.

PHYSICAL DEMANDS:

The physical demands 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.

While performing the duties of this job, the employee is regularly required to sit, bend, and stoop; use hands to feel, handle objects and to talk or hear. The employee must occasionally reach with hands and arms; stand and walk.

Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the 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.