

WASHINGTON COUNTY
Job Description

JOB TITLE: Senior Legal Assistant-Prosecutor's Office

Exempt (Y/N): No

DEPARTMENT: Prosecuting Attorney

DATE PREPARED: October 2012

SUPERVISOR: Chief Deputy Prosecuting Attorney

SUMMARY:

The incumbent is heavily engaged in supervision and training of all paralegal, legal assistant and part time clerk staff. This position is responsible for efficiency of all paralegal duties within the department as well as development and maintenance of the office training and orientation program. Meets with elected Prosecuting Attorney, Chief Deputy Prosecuting Attorney and Office Manager regularly to formulate goals and action plans to accommodate innovation and efficiency in the office. Ensures that all office functions are performed efficiently in a professional and timely manner. Ensure that each situation is handled according to County Policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Supervise paralegals, legal assistants and file clerks.
2. Formulate and initiate new and innovative action plans for accomplishing short-term office goals as well as assisting in casting a long-term vision.
3. Recruit well-qualified paralegals and legal assistants.
4. Sit Second Chair in all major trials and jury selection.
5. Supervise and/or personally handle Failure to Appear and Showcause process which includes: preparing new failure to appear cases, communicating with Judges and their offices for coordination of bonds, court dates and signatures, file cases with Circuit Clerk, send certified mail to bonding companies and deal with bonding companies by certified mail, communicate with Arkansas Bail Bondsman Licensing Board in Little Rock, collect bond forfeitures and prepare satisfaction to bonding company, keep monthly calendar of showcause cases for each of the five criminal courts, and keep statistics on bond forfeiture moneys collected each year.
6. Act as Case Coordinator when Case Coordinator is out of the office.
7. Supervise Case Coordinator Assistants in the absence of Case Coordinator.
8. Schedule court dates for all defendants, assign cases to Deputy Prosecuting Attorneys, and prepare cases for District and Circuit Courts during Case Coordinator's absence from the office.
9. Act as Hot Check Coordinator when Hot Check Coordinator is out of the office.

10. Attend the Prosecutor Coordinator's Hot Check class to become certified to act as Hot Check Coordinator in the event that said individual is out of the office.
11. Accept or supervise the taking of payments from hot check remitters and make deposits for Hot Check Coordinator when said individual is out of the office.
12. Supervise two paralegals and/or perform paralegal duties, including preparing and filing legal documents (informations, nolle prosequi, orders, petitions, warrants, subpoenas, etc.) as requested by the Prosecuting Attorney or Deputy Prosecuting Attorneys.
13. Communicate with ADC, DCC, and Sheriff's office for problems or corrections with Judgements and Commitments.
14. Prepare files for arraignments when part-time clerk is not available, or at the request of prosecutor or deputy prosecutor.
15. Communicate closely with crime lab and medical examiner's office to schedule lab personnel for trial dates and hearings, or any communication or required documents for same. Obtain CD's from medical examiner's office with autopsy photos and make sure copies are sent to defense attorneys.
16. Assist with crime lab personnel testimony via closed circuit television process in Judge Smith and Judge Storey's courtrooms.
17. Run calendar at the beginning of each month to put on poster board to allow prosecutors to put possible upcoming jury trials on calendar to make office and/or media aware of possible jury trials.
18. Work closely with Washington and Madison County Circuit Clerks to obtain jury questionnaires prior to each jury term and run criminal history on each prospective juror prior to their term to ensure each juror has no prior felony conviction.
19. Run ACIC/NCIC criminal histories for prosecutors for possible witnesses and/or defendants as needed.
20. Receive weekly assignment list from Public Defender's Office and enter into case management system.
21. Receive numerous crime lab reports from Drug Task Force on a regular basis and enter each into computer and send copy of each to defense attorney. Put a copy of each into our files.
22. Communicate with Fayetteville City Prosecutor's office about misdemeanor cases involving defendants in their court that also have felony cases pending in our courts.
23. Prepare bond revocations at request of prosecutor or law enforcement agency, take to Judge for signature and, if approved, file with circuit clerk, sent to warrants, and fax to appropriate

agencies.

24. Assist in preparation of probation violation documents if needed by that department. Also take restitution payments in that department in the absence of restitution clerk or at her request.
25. Prepare prosecutor subpoenas for prosecutors and law enforcement for use in securing witness attendance or in securing documents or records for trial preparation and investigation.
26. Receive lists from bonding companies on regular basis and notify them of each defendant's current court date and/or status of case.
27. Work as ACIC Terminal Agency Coordinator for Prosecutor's Office, and act as liaison between our office and ACIC; make sure office personnel are trained properly to use ACIC equipment; attend annual ACIC training and conference.
28. Prepare monthly report for 4th Judicial Drug Task Force and Federal Drug enforcement Agency of all drug cases disposed of for the prior month.
29. Handle media for jury trials in the absence of media specialist.
30. Photocopy office materials, file documents and letters, file mark pleadings at Circuit Clerk's Office.
31. Resolve problems and deal with the defense attorneys, local police agencies, and others in a professional manner.
32. Perform any legal research requested by the Prosecuting Attorney or Deputy Prosecuting Attorneys.
33. Assist attorneys in trial preparation.
34. Make telephone calls for attorneys going to trial in polite and efficient manner.
35. Prepare cases for trial.
36. Subpoena all witnesses for trial.
37. Follow up on all subpoenas for service and/or receipt of requested documents.
38. Communicate with attorneys, Judges, legal enforcement officers and others in the office.
39. Conduct all liaison activities in a professional manner to ensure maximum cooperation between and among the County and other agencies.

40. Ensure all activities are professionally and ethically performed in accordance with the law to protect the individual rights of all citizens in Washington County.
41. Treat all citizens of Washington County in a professional and ethical manner.

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 undergraduate degree or equivalent experience; must have at least ten years of combined paralegal and supervisory experience.

OTHER SKILLS and ABILITIES:

The incumbent should be a self-starter; have strong written and verbal communication skills; must have understanding of legal terminology; must possess the ability to establish good rapport with individuals, often under difficult circumstances; must be able to work without direct supervision. The incumbent should possess computer skills, such as PowerPoint, Microsoft Word, Corel 8, Excel; and have knowledge of general office machines, such as computer, calculator, copier, FAX, printer, Multi-Media Projector, Poster Maker, audio/video, etc.. Must be willing to work long hours for trial preparation.

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, finger 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.

The employee is frequently required to lift or move up to ten (10) pounds.

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.