CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Legal Assistant - Criminal**

DEPARTMENT: **Legal**

E-PLAN
SG:E1-7
CS:N
FLSA:Y
EEO4CODE:AS

JOB SUMMARY:

Responsible for performing office management duties and providing direct administrative support and assistance to the Victim Advocate and the Assistant City Attorneys in the criminal division of the Legal Department. Performs specialized technical and clerical tasks, while applying comprehensive knowledge of policies and procedures of the Legal Department, Municipal Court and Police Department. This position provides information to the public, criminal defense attorneys and victims related to functional areas of criminal prosecution. Maintains records, computer databases, applies and explains rules and regulations specific to this area of work, including maintaining confidentiality and meeting public records requirements.

SUPERVISORY RELATIONSHIPS:

Reports to the City Attorney. Receives day-to-day oversight and direction from the Lead Prosecutor. Also receives direction from Assistant City Attorneys as related to their area of assignment. Work is performed under general supervision.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Provides assistance to the public on technical information that requires thorough knowledge of laws, regulations, policies and procedures related to criminal prosecution functions.

2. Coordinates the processing of forms, notices, orders, or documents for specialized division programs, such as criminal prosecution and diversion, record retention procedures and criminal discovery procedures.

3. Develops and maintains an accurate and timely record-keeping system or database for the criminal division.

4. Maintains a court tracking and case follow-up system.

5. Prepares files for court calendars, routes documents and maintains filing systems to include: creating, organizing, updating, indexing, maintaining and purging files; and preparing records for archival transfer.

6. Data entry of orders, and online search of computer databases for information and records pertinent to specialized division programs. Maintains confidentiality of information or records by following defined procedures for proper handling and disposition of each type of information.

7. Initiates and distributes routine correspondence, reports and other records as required. Develops own contents as authorized.

8. May assist in location and coordination of witnesses and officers. Responsible for preparing and sending out subpoenas to witnesses and officers, as well as tracking of subpoenas to insure service.

9. Serves as liaison with clients or staff in other departments, agencies, or jurisdiction.

10. Develops clerical procedures, routines, forms and record-keeping systems. Instructs others in such procedures and coordinates workflow to avoid duplication of work.

11. Receives and directs visitors and phone calls; provides program information, responds to inquiries and refers to appropriate staff.

12. Works with other related offices, agencies, and personnel to facilitate the smooth flow of information.

ADDITIONAL WORK PERFORMED:

1. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Thorough knowledge of Legal Department program procedures, policies, terminology and related regulations.
- Comprehensive knowledge and understanding of court filing procedures, court notice requirements, and court process generally.
- Comprehensive knowledge of office practices, procedures and equipment.
- Business English composition, spelling, punctuation and grammar.

Skill in:
- Basic math skills, including the ability to add, subtract, multiply and divide with accuracy.
- Using software programs used by the position such as word processing and spreadsheets, database management.
- Excellent communications skills to deal with City staff, the general public and other agencies using courtesy, tact and good judgment in order to provide clear explanations of departmental policies, procedures and practices.

Ability to:

- Interpret and apply program/department information in making work decisions or in providing information to others.
- Interact with the public and co-workers using courtesy, tact and good judgment.
- Work independently and make appropriate decisions regarding work methods and priorities.
- Establish and maintain varied and detailed computerized filing and recordkeeping systems.
- Operate standard office equipment such as typewriter, calculator, computer terminal, telephone and photocopier.
- Work quickly, accurately and thoroughly with close attention to detail to meet deadlines in an environment of frequent interruptions and high volume workload.
- Maintain confidentiality of all sensitive information.
- Ability to multi-task with attention to detail.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
    - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
    - Frequently communicate accurate information and ideas with others;
    - Remain stationary for long periods of time;
    - Move between work sites;
    - Occasionally transport objects weighing up to 30 pounds.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting with extensive time spent at a computer workstation. Works around standard office equipment. May work in an office with frequent public contact. Work can have deadlines and be stressful at times and requires ability to handle stress while continuing to function at a high level. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- High school diploma required. Associate degree or vocational training in the legal field highly desired
- Three years of progressively responsible legal support experience is preferred. Experience in criminal justice system highly desired.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal convictions check, local background check, and fingerprinting. Subject to re-check every five years.

PREPARED BY: Joan Hoisington
01/2011

REVISED BY: A. Sullivan
6/21

REVIEWED BY: _____

Alan Marriner,
City Attorney