

DODGE COUNTY JOB DESCRIPTION

JOB TITLE:	Legal Assistant	FLSA STATUS:	Non Exempt
DEPARTMENT:	District Attorney	REPORTS TO:	Office Manager and District Attorney
LOCATION:	Administration Building	DATE:	7/1/06
LABOR GRADE:	Technical and Support – Nine (9)	REVISED:	1/17/12

OVERALL PURPOSE/SUMMARY

Under the direct direction of the office manager and assigned attorney provides legal stenographic, typing/word processing, and general office work. Conducts research, drafts legal documents, schedules hearings, and contacts witnesses. Maintains records and files and prepares reports. Responds to inquiries from defense counsel and general public.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Receives telephone/visitor inquiries and gives information or directs inquires.
2. Prepares/drafts legal documents including, among other things, correspondence, Criminal Complaints, Search and Arrest Warrants, Informations, Motions, Stipulations, Subpoenas, and Writs.
3. Opens and closes files by entering pertinent information into data base program, and obtaining required signatures.
4. Maintains calendar and tickler files for district attorneys.
5. Responsible for ensuring that all files scheduled for daily court activity have the necessary documents and witnesses available.
6. Schedules meetings between District Attorney's Office, public, attorneys and law enforcement.
7. Coordinates activities between court and jail including scheduling court hearings.
8. Does criminal history research for attorneys, including CCAP printouts and running CIB teletypes according to Department of Justice guidelines.
9. Prepares files for court hearings including reviewing files for notification to witnesses under severe time constraints.
10. When attorney is unavailable, fills in for attorney and takes phone calls and meets with defendants, social workers, and defense attorneys to answer questions and communicate offers to resolve the case.
11. When Victim Witness Coordinator is unavailable, responsible for canceling subpoenas for all witnesses if hearing is adjourned or cancelled.
12. When attorney is unavailable, responsible for attending status hearing to communicate status of case to judge and defense counsel.
13. Responsible for ensuring that all time limits for things such as preliminary hearing and the filing of informations are complied with, as well as drafting and the proper signing and service of all writs of habeas corpus testificandum and prosequendum, and verifies the location of prisoners, including coordinating transportation with prisons and sheriff' department for defendants and witnesses.
14. In juvenile matters, schedules court hearings, sends out all notices, drafts all orders and dispositions of the court, and manages court calendar in compliance with strict statutory time-limits, responsible for coordinating transport needed to secure detention and attends court hearings to coordinate appearance order of the defendants.
15. Responsible for all aspects of prosecuting worthless check cases, including sending letters to defendants, drafting complaints, tracking payments, and scheduling initial appearances.
16. Responsible for proper closure and purging of files, maintenance of closed files as required by Wisconsin Statutes.
17. Regular attendance and punctuality required.
18. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of modern office methods and practices.
Considerable knowledge of legal terminology and court practices/procedures.
Ability to accurately enter information into computer/word processor at rate equivalent to 70 wpm.
Ability to work with law enforcement personnel, attorneys, judges, and prosecutors from other counties, Office of the Attorney General, the United States Attorney, and the public.
Ability to treat legal matters confidentially.
Ability to establish and maintain effective public and working relationships, at times working with upset or hostile individuals.
Ability to maintain accurate/complete records.
Ability to work independently.
Excellent organizational skills with the ability to be responsible for numerous concurrent tasks.
Ability to work under pressure and with time constraints where failure can lead to dismissal of case or loss of case leading to release of defendant.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent, including/supplemented by courses in personal computer/ word processing, and four (4) years responsible clerical and stenographic experience, preferably in law office. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

WORKING CONDITIONS	
Normal office conditions.	
PHYSICAL DEMANDS	
The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.	
ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE: DATE: SUPERVISOR SIGNATURE: DATE:	ANALYST(S): DATE:
The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).	

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.