



Legal Assistant II

Class code: 195

Employee Group: SEIU

Salary Range: 17

I. Position Summary

Under general supervision to provide highly skilled legal support to attorneys, following applicable court rules and procedures and County office standards; to perform complex, specialized case management and recordkeeping tasks to maintain effective and efficient office operations; to process a wide range of criminal legal records; to manage discovery and evidence; and, to assist in trial preparation.

II. Distinguishing Features

The Legal Assistant II is a journey level class in the series. Positions at this level are distinguished from the Legal Assistant I by performing the full range of duties as assigned, including the exercise of judgment in receiving, processing, recording, and distributing information. Legal Assistant II personnel perform a full range of complex duties requiring knowledge of criminal law procedures and specialized documents relating to specific crimes and necessary court filings. Positions at this level work outside the immediate proximity of a supervisor and receive only occasional instruction or assistance as new or unusual situations arise. Incumbents must demonstrate proficiency in the full scope of duties and are expected to know when and how to apply established procedures. Legal Assistant IIs are responsible for providing legal assistance and administrative support to assigned attorneys and may serve as a subject matter expert in one or more advanced level responsibilities.

III. Examples of Essential Position Duties

- Prepares and processes legal documents; initiates and maintains case files, and carries out trial support activities rapidly and accurately, adhering to strict timelines; and drafts and prepares court documents in accordance with applicable court requirements and legal and office standards.
- Maintains a variety of confidential records and reports which may contain immensely sensitive content matter.
- Performs computer data entry and file management to record, process, and/or retrieve pertinent case information with accuracy; and reviews, analyzes and classifies information to be entered/scanned into case management database.
- Composes and generates letters, reports, motions and other documents of a legal and/or confidential nature from general instructions or knowledge and research as directed.
- Compiles and/or researches various narrative and statistical data as requested by supervisors and transcribes into report form as requested.
- Establishes and maintains case files, in electronic and physical format, ensuring information included is complete and accurate; ensures availability and accuracy of electronic data/files for court appearances.
- Researches, applies rules, and manages specialty procedures such as out of state witness processes, civil and criminal forfeiture cases, petitions for relief, extraditions, etc.
- Prepares subpoenas for witnesses; coordinates services; schedules interpreters; prepares transport orders to and from custodial facilities; and ensures court attendance.

- Attends court sessions and records information and proceedings as requested.
- Receives and responds to requests for information and assistance from law enforcement personnel, attorneys, unrepresented defendants, victims, witnesses, court staff and the general public.
- Obtains and provides discovery to defense counsel.
- Manages retention and reproduction of electronic media and grand jury recordings. Copies, redacts, and formats digital evidence for use in court proceedings and other legal actions.
- Contacts law enforcement personnel, court personnel, attorneys, victims, witnesses and unrepresented defendants regarding court schedules, various aspects of cases being prosecuted and gathers information for the completion of prosecutors' files.
- Accesses computerized criminal history database to retrieve current record.
- May instruct or train other employees in the use of computer software and relevant procedures.
- Performs general clerical duties including, but not limited to, processing mail, transferring electronic police reports into the case management system, typing, copying, answering the phone and greeting visitors with professionalism and courtesy, composing correspondence, scanning, faxing or e-mailing; etc.
- May obtain notary certificate and notarize documents.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Overtime may be required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

Position requires considerable knowledge of legal procedures and practices; legal terminology, references, and documents; local court rules and requirements; business English, spelling, composition, and basic arithmetic. Position requires skill and proficiency in the use of computers, standard office equipment, and the Microsoft Suite. Position requires ability to organize, set priorities, meet deadlines, and exercise sound judgment in accordance with applicable law and court procedures and rules; interpret and apply department policies and procedures; make decisions independently in the absence of supervision in accordance with established procedures; initiate, organize, and maintain electronic case files and evidence; use data management system at an advanced level; research, understand and apply rules and procedures for federal, state, and appellate courts and various administrative entities, as well as department policies and procedures; comprehend and execute oral and written directions; prepare correspondence and standard legal documents from brief instructions; establish and maintain cooperative working relationships with co-workers, outside agencies, and the public; use initiative, tact, discretion, diplomacy and good judgment on the job dealing with sensitive situations, concerned and potentially disruptive people, outside legal counsel, victims, and witnesses; maintain confidentiality of materials and sensitive information; communicate effectively, both orally and in writing. Must be eligible for and maintain LEADS certification.

V. Minimum Requirements (*Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions*)

Education and Experience

- A high school diploma or equivalent, plus four years of progressively responsible clerical and/or secretarial experience, preferably in a legal office; OR
- Any combination of education and experience which provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Licenses, Certificates and Other

Must have a valid Oregon driver's license with an acceptable driving record.

Physical Demands (*Performance of the essential duties of this position includes the following physical demands and/or working conditions*)

Typically requires climbing, stooping, kneeling, crouching, reaching, standing, walking, sitting, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Ability to work in an office environment; to coordinate hands and feet in performing simple movements, such as bending, reaching and grasping; to exert physical effort in sedentary to light work involving moving from one area of the facility to another, reaching, kneeling, climbing of stairs and standing as well as sitting for extended periods of time. Requires exerting up to 20 pounds frequently, 50 occasionally, of force to move objects. Requires sufficient strength and coordination for lifting, pushing, pulling and/or carrying the weight of equipment as well as sufficient hand/eye coordination to perform semi-skilled repetitive movements such as operating office equipment. Requires the ability to operate a motor vehicle. Sensory requirements include sound and visual perception and discrimination, as well as oral communications ability. Driving is required.

Working Environments

Work is generally performed in an office environment and may include exposure to disruptive people and potentially graphic images/video/words.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Revised: 7/20