



CLASSIFICATION NO. 640
Established: 2/20
FLSA: Non-Exempt
EEO: 6

LEGAL ASSISTANT 1

CLASS CHARACTERISTICS

Under general supervision, to perform legal case management and support activities of a limited scope for criminal prosecution and other functions of the District Attorney's Office; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The District Attorney's Office prosecutes crimes committed in Clackamas County and provides legal and support services to ensure expedient criminal prosecutions, child support enforcement and assistance to crime victims.

The Legal Assistant 1 provides basic legal assistance and administrative support to Deputy District Attorneys assigned to the misdemeanor team. Support includes reviewing and entering case information into a case management system, preparing legal documents and correspondence from form templates, maintaining case files, and basic trial preparation. The Legal Assistant 1 is the entry level within the Legal Assistant series with assigned caseloads that only require a District Attorney Information for charging and do not involve preliminary proceedings (Grand Jury or preliminary hearing).

Legal Assistant 1 differs from Legal Assistant 2 which functions with greater independence providing support for caseloads that primarily involve felony crimes or complex specialty misdemeanors. It also differs from the Office Specialist classification series which performs a variety of moderately difficult administrative support activities according to generally established guidelines, regulations or instructions but are not directly involved in any portion of the case management.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Drafts and produces routine legal documents and correspondence from form templates typically not involving cases requiring Grand Jury or preliminary hearing; tracks and adheres to established, expedient timeframes such as In-Custody and speedy trials; drafts and prepares routine court motions and orders; formats information according to applicable court requirements and legal and office standards; proofreads and edits legal documents for spelling, grammar, and correctness of information; edits documents based on Deputy District Attorney requests; files original documents and/or pleadings with court; distributes materials pursuant to local, state and federal procedures.
2. Reviews information in files to determine if all pertinent information and/or documentation is present including state lab reports, copies of certified convictions and DMV suspension

packages; contacts law enforcement personnel, court personnel, attorneys, witnesses and victims to verify and gather information, including additional reports and evidence, for the completion of assigned case files; verifies legal citations in documents.

3. Maintains misdemeanor and, on occasion with assistance, low level felony case files; opens, sets-up, updates, and closes case files as appropriate; receives or obtains reports, documents and other information from varying sources; reviews and verifies case file status, information and documents for accuracy and completeness; enters and processes information into various databases; researches, compiles and summarizes records into comprehensive criminal history reports; designs and maintains workflow using case management system; reviews documents for appropriate disposition, including retaining exhibits and disposing of documents according to retention schedules and office policies.
4. Maintains trial docket related to caseload; keeps a record of all cases set for trial; enters information on each case; maintains records of pleas, type of trial, case dismissals, charges, and sentences.
5. Provides support to attorneys with evidence and discovery processes that generally do not contain sensitive/protected information; confirms all identified evidence has been received; directly requests or coordinates with digital evidence/discovery staff for outstanding items; prepares discovery packets and discs which include all required law enforcement reports, spreadsheets, correspondence, other associated documents, and digital evidence of limited size; initiates discovery process for digital evidence that requires processing by digital evidence/discovery staff; provides packets and discs to defense attorneys and pro se defendants; ensures compliance with expected and legal timeframes and discovery requirements; drafts qualified protective order and/or redacts for very infrequent instances where medical records or photos of a sensitive nature have been identified as part of discovery packet.
6. Performs pre-trial support activities related to caseload, typically misdemeanors but may include some low level felonies; creates exhibit and witness lists; prepares exhibits for court hearings and trials; prepares trial notebooks and jury instructions; annotates and maintains trial/docket calendars for attorneys; schedules court reporters, issues subpoenas, notices of deposition, and reserves conference rooms; notifies affected parties of scheduled trial dates; coordinates activities with other departments, the public, and outside agencies; schedules witnesses and depositions; completes data entry for sentencing and/or judgements; may assist attorney by attending court proceedings and taking notes, organizing exhibits, etc.
7. Receives and responds with assistance from supervisor and/or Deputy District Attorney (DDA) to questions from witnesses, attorneys, outside agencies, litigants, and the public regarding procedures, case status, and trial dates related to caseload; provides information following department procedures and policies; coordinates with other agencies to retrieve or send prisoners who have out-of-county and/or out-of-state warrants.
8. If assigned to assist the Intake desk, duties include: updates case management system by adding and/or updating defendant information, charges, witnesses, and victims; assigns to DDAs based on charges and defined intake procedures; seeks guidance from LA2 for assistance when case information does not conform to standard intake submissions; reviews and inputs law enforcement reports from agencies; as back-up, receives law enforcement reports, runs LEDS criminal history, and creates new case within case management system; links related digital evidence and seeks assistance from LA2 or digital

evidence/discovery staff as necessary.

9. If assigned to Family Support Unit and supporting DDAs and Child Support Enforcement Agents, duties include: performs duties in support of case management; files documents with the court; prepares legal action referrals as requested and submits case documents to Oregon Office of Administrative Hearings; identifies appropriate service procedures, and prepares, sends and confirms service documents including out-of-state service; drafts legal documents such as dismissal of contempt and DA Information; prepares documents for Financial Disclosure Examinations; redacts personally identifiable information such as SSN, driver's license, address, etc. from documents for discovery; discovers to opposing attorneys; gathers all documentation for each case scheduled on the docket; sets order of docket electronically and with physical files and documents.

REQUIRED KNOWLEDGE AND SKILLS

Basic knowledge of: Basic court processes and procedures for criminal proceedings as defined at county, state and federal level; general legal office principles, practices and procedures; statutory deadlines for legal filings, producing discovery, trial scheduling, and other related criminal prosecution requirements; legal terminology and legal databases; relevant legal references and their contents; law enforcement data systems policies and procedures;

Working knowledge of: Business English and composition, spelling, punctuation and grammar; arithmetic; clerical and record keeping procedures; office equipment, including computers and software programs and their functions and capabilities.

Skill to: Independently, accurately, and effectively perform assigned tasks and duties following generally established procedures and department policies; understand and apply legal terminology and local, state and federal court rules and administrative procedures applicable to criminal litigation, and Oregon Administrative Rules; establish and maintain effective working relationships with the public, staff, defendants, opposing counsel, courts, clients and personnel of other businesses in a courteous, professional manner; comprehend and apply oral and written instructions, principles, policies and procedures in a legal office setting; effectively accomplish a variety of duties with competing priorities; skillfully operate office equipment and computer software including query of databases containing criminal justice information; maintain sensitive and confidential information; accurately type and proofread information regarding litigations or other legal proceedings; communicate effectively, both orally and in writing.

WORKING CONDITIONS

Duties involve exposure to cases where documents, evidence and/or case discussion may contain emotionally upsetting or disturbing information.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of one (1) year of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass an extensive background investigation including national fingerprint records check.

All positions within the County's Criminal Justice agencies must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.

POST-EMPLOYMENT REQUIREMENTS

Requires possession of Law Enforcement Data System (LEDS) certification within 60 days of hire.

In order to be unaccompanied and perform work duties within Family Support Unit, must pass Department of Justice trainings related to security and confidentiality of data, and must possess commission as Notary Public within 60 days of hire.