



CLASSIFICATION NO. 641
Established: 2/20
FLSA: Non-Exempt
EEO: 6

LEGAL ASSISTANT 2

CLASS CHARACTERISTICS

Under general supervision, to independently perform a full range of legal case management and support activities 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 2 provides journey-level legal assistance and administrative support to deputy district attorneys whose caseloads primarily involve the prosecution of cases with at least one felony charge or complex specialty misdemeanors. 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. Caseload requires preliminary proceedings (Grand Jury or preliminary hearing) for charging and frequently involve cases that are sensitive in nature and where discovery of evidence may include qualified protective orders or requires redaction. The Legal Assistant 2 exercises independent judgement and initiative and receives only occasional instruction or assistance as new or unusual situations arise.

Legal Assistant 2 differs from Legal Assistant 1 which provides basic legal assistance and administrative support on cases involving misdemeanors which do not require preliminary proceedings. It differs from Legal Assistant, Senior which functions as a section lead worker and monitors and balances workloads of assigned staff, and coordinates with other Legal Assistant, Seniors and supervisor to assess and manage workflow issues. It also differs from Digital Evidence and Discovery Technician classification which discovers digital/electronic media, redacts audio and video evidence, and provides trial preparation for homicides including discovery and appeals.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Drafts and produces legal documents and correspondence from form templates including indictments and scheduling of subpoenas and reports for Grand Jury and preliminary hearings; tracks and adheres to established, expedient timeframes including preliminary proceedings timelines, speedy trials, In-Custody cases and domestic violence charges where defendant has been released; drafts and prepares 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; discusses and confirms availability for preliminary proceedings with law enforcement personnel and witnesses; verifies legal citations in documents.
3. Prepares Grand Jury and/or preliminary hearing proceedings; gathers all felony files for submission to Grand Jury for review by attorney; coordinates witnesses; communicates between District Attorney's Office, the courts, and defense attorneys regarding court appearance; liaisons between law enforcement agencies to ensure subpoenas are served and witnesses are available.
4. Maintains felony, domestic violence and other specialty misdemeanor 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 including all processes involving Grand Jury and preliminary hearings; reviews documents for appropriate disposition, including retaining exhibits and disposing of documents according to retention schedules and office policies.
5. 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.
6. Provides support to attorneys on cases where evidence and discovery processes involve sensitive protected information; identifies cases with charges and/or evidence that require Deputy District Attorneys review and approval prior to any discovery; drafts and files qualified protective orders; confirms all identified evidence has been received; directly requests or coordinates with digital evidence/discovery staff for outstanding items; prepares discovery packets 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; as directed redacts police reports and medical and financial records, including information related to the safety of those involved in cases such as identifying information for informants and undercover officers, personal information that could put a victim or witness in harm's way, and thumbnail size photos within reports that include nudity or sensitive information; provides packets and discs to defense attorneys and pro se defendants; ensures compliance with expected and legal timeframes and discovery requirements.
7. Performs pre-trial support activities related to caseload, typically a wide variety of felonies that have more complexity to properly recognize and process case requirements, and may include highly publicized and sensitive cases involving murder, criminal justice system

employees or public officials; 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 depositions, 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.

8. Receives and independently responds 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.
9. Coordinates Interstate Agreement on Detainer (IAD), fugitive detainer and extradition paperwork between attorneys and staff; works with in-state and out-of-state law enforcement agencies to track fugitive information and/or outstanding warrants; develops and maintains tracking mechanisms for pending fugitive detainer processes; drafts motions, orders, certificates, and other legal documents for Deputy District Attorneys, the Presiding Judge, and Trial Court Administrator; works with Agreement Administrators for Oregon and other states.
10. Works with in-state law enforcement agencies and out-of-state district attorney offices to draft motions, orders, affidavits and certificates necessary to coordinate out-of-state witnesses who may be cooperative or non-cooperative; researches out-of-state statutes and regulations, and drafts legal documents incorporating individual state requirements.
11. If assigned to Intake desk, duties include: responds to or finds solutions for questions and issues regarding cases submitted by law enforcement agencies; consults with supervisor for assistance on new or unusual issues; receives, reviews, and inputs law enforcement reports from agencies; identifies, flags or extracts, and categorizes confidential reports that would require qualified protective orders prior to discovery; updates or adds defendants; creates new case within case management system and updates case with all pertinent information found within law enforcement reports and LEDS criminal history; links related digital evidence; applies thorough knowledge and understanding of charges to efficiently assign case to deputy district attorney based on severity of charge; identifies missing reports or evidence, and makes requests; processes all reports associated with in-custody defendants on the day of In-Custody arraignment, adhering to variety of timelines; handles all communications with law enforcement agencies regarding defendants on the In-Custody docket regarding outstanding items required for charging; determines most effective methods and resources for obtaining urgent documentation to meet In-Custody needs and deadlines; based on case severity or high public safety concern, determines appropriate communication methods to meet deadlines and maintain cooperation with agencies; expeditiously communicates deadline issues to appropriate parties.
12. If assigned to daily In-Custody Docketing desk, duties include: responds to or finds solutions for questions and issues regarding cases submitted by law enforcement agencies; consults with supervisor for assistance on new or unusual issues; applies thorough knowledge and understanding of DDA's legal requirements to ensure and prioritize that all electronic and hard copy (original charging instrument) documents for each case are available for DDA

review prior to and during court; gathers information from Sheriff's Office database and Jail communications to create the comprehensive daily list for defendants who will be on the In-Custody Docket for new probable cause charges and/or have been arrested on warrants for open or probation cases; disseminates daily list to appropriate staff within District Attorney's Office; gathers files related to current cases on the docket and provides copies of all charging instruments to the Jail; processes Declaration of Order for Restraints from Sheriff's Office Civil Unit and Pre-Trial Release documents; gathers necessary documentation for all probation violation arrests; corresponds with court, Community Corrections, and Jail regarding all charging decisions, changes in defendant status, and any cases added to docket; sets order of docket electronically and with physical files and documents; provides physical files and original documents to DDA handling the In-Custody Docket meeting stringent daily time constraints; expediently communicates deadline issues to appropriate parties; as available and as back-up, performs Intake desk duties.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Law enforcement and criminal justice system; 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;

Working knowledge of: Business English and composition, spelling, punctuation and grammar; law enforcement data systems policies and procedures; 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 policies as defined by department, County and local, state and federal entities; understand and apply legal terminology and local, state and federal court rules and administrative procedures applicable to criminal litigation, Oregon Administrative Rules and Uniform Trial Court 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 criminal or other legal proceedings; accurately redact sensitive information including financial or personal information; 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 two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Some positions require commission as Notary Public.

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.