



CLASSIFICATION NO. 642
Established: 2/20
FLSA: Non-Exempt
EEO: 6

LEGAL ASSISTANT, SENIOR

CLASS CHARACTERISTICS

Under direction, to lead, organize, and assist assigned staff performing legal case management and legal support activities for criminal prosecution and other functions of the District Attorney's Office; to perform a variety of specialized and self-directed legal support activities; 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, Senior is the lead and subject matter expert within the Legal Assistant classification series. Incumbents have advanced level proficiency across the full scope of legal assistant duties and provide case support to all levels of Deputy District Attorneys (DDA). Incumbents directly support the Chief DDAs and DDA Senior positions whose caseload include complex, highly publicized and sensitive cases involving murder, criminal justice system employees or public officials. Legal Assistant, Seniors monitor and balance workloads among assigned legal assistant staff, evaluate and prioritize daily and urgent matters, and apply knowledge and expertise to give direction and/or find solutions for questions and issues involving case management responsibilities. Some positions perform Grand Jury coordination to oversee Grand Jury operations, recordation, juror activities and any special Grand Jury panels.

Legal Assistant, Senior differs from Legal Assistant 2 which does not have lead responsibilities. It differs from Legal Office Supervisor which supervises and oversees legal assistant and other office support staff and coordinates office operations. 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. Leads the work of assigned legal assistant staff; monitors work load and makes adjustments; coordinates with other legal assistant, seniors and supervisor to assess and manage workflow issues; provides direction and assistance to resolve difficult office, technical or procedural issues; prioritizes assignments; proofreads as needed court documents drafted by legal assistants; conducts and/or recommends trainings for staff; provides input to management regarding work performance; participates in hiring process.

2. Evaluates and recommends improvements to operations, policies, procedures and methods; develops templates and materials for use by legal assistants; recommends and implements enhancements to applications and document templates to improve effectiveness and productivity; documents, maintains and explains instructions and procedures.
3. 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; uses templates as baseline for drafting court documents that do not fall within the typical scope; 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 DDA requests; files original documents and/or pleadings with court; distributes materials pursuant to local, state and federal procedures.
4. 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.
5. 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.
6. Maintains case files for complex, highly publicized and sensitive felony cases; 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.
7. 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 dismissal, charges and sentences.
8. Provides support to attorneys on cases, including highly publicized cases, where evidence and discovery processes involve highly sensitive protected information; identifies cases with charges and/or evidence that require DDA 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 evidence/discovery staff; as directed redacts police reports, and medical and financial records; provides packets and discs to defense attorneys and pro se defendants; ensures compliance with expected and legal timeframes and discovery requirements.

9. Performs pre-trial support activities related to caseload including complex, 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; verifies legal citations in prepared documents; researches records requests; 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.
10. 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; provides direction and guidance to legal assistants as needed in order to respond to questions or adhere to department procedures and policies.
11. 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; provides direction and guidance to legal assistants as needed to assist in the correct drafting and execution of IAD, fugitive, and extradition paperwork and legal documents.
12. 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; provides direction and guidance to legal assistants as needed to assist in the correct drafting and execution of the out-of-state witness process.

For positions designated as Grand Jury Coordinator, duties include but are not limited to:

13. Receives and assists attorneys and law enforcement officers with records requests for cases to be reviewed and released by Grand Jury including drafting of subpoenas, motions, orders and affidavits; creates letters of authenticity; coordinates distinct Grand Jury panels by gathering and/or preparing various legal and other materials, establishes calendar and schedules for jurors, and coordinates with local jurisdiction for parking; manages Grand Jury docket by effectively monitoring work flow and scheduling of attorneys, witnesses and victims including coordination of remote testimony; assists attorneys with Grand Jury procedures and compliance with technical requirements; maintains confidential records which are protected from public disclosure; researches statutory provisions as related to

operation of Grand Jury; enters and adds cases into electronic recording system; assists in troubleshooting Grand Jury recordation; enters outcomes of cases into case management system to initiate discovery or sealing of recordation; adheres to all Grand Jury retention requirements.

14. Coordinates, orients, and monitors activities and actions of jurors; controls and monitors Grand Jury room activity to ensure confidentiality of Grand Jury notebooks; reviews and takes necessary steps to correct Grand Jury case documents, and ensures correct vote count; addresses issues regarding juror attendance, absences, and performance of duties with Presiding Judge including drafting motions or orders and participation in corrective legal actions.

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; legal terminology, forms and/or documents used in legal practice and proceedings; legal reference materials and their contents; statutory deadlines for legal filings, producing discovery, trial scheduling, and other related criminal prosecution requirements; notary processes and procedures.

Working knowledge of: Business English and composition, spelling, punctuation and grammar; clerical and record keeping procedures; law enforcement data systems policies and procedures; general office and legal administrative practices and procedures; general care and operation of office equipment, and their functions and capabilities; principles and techniques of office management; principles and techniques of lead work, supervision and instruction.

Skill to: Review, prioritize and coordinate workloads of assigned staff; motivate, instruct and train assigned staff in accordance with applicable policies and procedures; provide effective feedback and coaching; independently, accurately, and effectively perform assigned work 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; operate office equipment and computer software including query of databases containing criminal justice information; maintain sensitive and confidential information; accurately type, transcribe, 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 three (3) years 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

Possession of within 60 days of hire:

- Law Enforcement Data Systems (LEDS) certification
- commission as Notary Public