



METROPOLITAN PUBLIC DEFENDER SERVICES, INC.

JOB DESCRIPTION

SECTION ONE – POSITION INFORMATION

Classification Title:	Legal Assistant 2
Department:	Legal Assistant
Supervised by:	Chief Legal Assistant
FLSA:	Non-Exempt
Union Representation:	AFSCME Public Defenders Local 3668
Grade:	3
Salary:	\$12.54 - \$18.99 \$26,090.48 - \$39,491.14

SECTION TWO – SUPERVISION RECEIVED AND EXERCISED

The Legal Assistant 2 position receives general supervision from assigned management staff. This position does not exercise supervision over another support staff position.

SECTION THREE – POSITION SUMMARY

The Legal Assistant 2 position is a customer service position providing administrative support to the defense team. The work performed requires a general knowledge of the organization's operations.

SECTION FOUR – ESSENTIAL FUNCTIONS

The essential duties of this position include, but are not limited to, the following elements which require the Legal Assistant 2 to:

- Serve as liaison between client, attorney, client's family and elements of the criminal justice system; assess client needs, refer as appropriate to Alternatives Advocate; coordinate necessary services.
- Screen all cases for conflicts.
- Conduct initial and subsequent interviews under the direction of an attorney. These interviews can take place in the office, at the jail facility or over the phone.
- Initiate client notification of court dates and other appointments, as appropriate.
- Obtain, analyze and disseminate pertinent records including court, medical, military, criminal and psychological; review sentencing reports, and prepares appropriate support documents; review presentence reports.
- Coordinate medical and/or psychological attention for clients, coordinate transportation for clients, as necessary.

- Maintain an organized caseload and current filing system; assist with clerical functions as required; maintain accurate and legible records including current log notes; and make photocopies and generate computer reports.
- Update court appearances, advise staff of schedules and changes, make frequent contact with court docketing personnel to facilitate the smooth flow of case information.
- Prepare and submit with appropriate documentation requests for trial expenses beyond those normally allowed.
- Determine witness expenses, including expert witnesses, and submit for authorization and payment per appropriate procedure.
- May assist with client pickup.
- Participate actively in the training of new hires and other staff in the duties, responsibilities and methods of conducting the work assigned to Legal Assistant 2's.
- Utilize office equipment effectively.
- Participate actively and appropriately in the zealous representation of clients, and in client advocacy.
- Participate in team meetings for case review and discussion of office-related issues; maintain flow of case-related information between team members assigned to each case, between teams, within groups and throughout the office, as appropriate; assist the team in accomplishing its goals.

SECTION FIVE – NONESSENTIAL FUNCTIONS

- Maintain availability to other staff members for consultation and education; participate in training programs; maintain current knowledge of programs pertinent to clients.
- Maintain a professional demeanor within and outside the office.
- Participate actively in the performance appraisal process, staff meetings, office committees, projects and training, as required.
- Train backup personnel, as assigned.
- Other duties, as assigned.

SECTION SIX – EQUIPMENT OPERATED

Computer, telephone, fax, and networked copiers, printers, and scanners.

SECTION SEVEN – JOB SPECIFICATIONS

KNOWLEGE

- High school diploma or GED.
- Education or experience working in the legal or social service field is preferred but not required.
- General knowledge of proper grammar, punctuation, spelling and capitalization.
- Basic knowledge of arithmetic (addition, subtraction, multiplication and division).
- Basic knowledge of Microsoft Office applications (Word, Excel, Outlook)

SKILLS

- Skill in operating a computer to search, enter, update, correct, and retrieve information.
- Skill in performing general clerical duties including accurate filing using an alpha and numeric filing system.
- Skill in communicating orally and in writing with a variety of people, gathering and exchanging information.
- Skill in typing (proficient at 35 words per minute with 100% accuracy)
- Skill in operating typical office equipment such as a telephone, computer, fax, calculator, printer, copier, and scanner.

ABILITIES

- Ability to maintain confidentiality of agency records.
- Ability to visually search, enter, edit computerized data.
- Ability to courteously greet employees, clients and guests.
- Ability to deal effectively with people of widely divergent backgrounds.
- Ability to relate empathetically to clients and their special needs.
- Ability to learn and work within office policies and procedures affecting assigned work.
- Ability to apply office policy, procedures and work rules affecting assigned work.
- Ability to organize work efficiently and to make appropriate decisions concerning work methods.
- Ability to review forms or information for accuracy and completeness.
- Ability to apply common sense understanding to carry out instructions.
- Ability to work independently and as part of a team.
- Ability to access clients and witnesses in correctional facilities (may preclude employees and applicants arrested and jailed).
- Ability to testify in court without impeachment (may preclude employees and applicants convicted of certain crimes within the prior 15 years).
- Ability to travel to the courthouse or other criminal justice system facilities to see clients and witnesses, or to testify in court.
- Ability to transport or arrange for the transportation of files, trial notebooks, evidence, exhibits, and other related materials to and from the courthouse and other criminal justice system facilities.

SECTION EIGHT – PHYSICAL REQUIREMENTS
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May be required to lift or carry up to 10 lbs.

SECTION NINE – WORK ENVIRONMENT
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The work environment is friendly, team-oriented, cooperative and respectful. The requirements of this position are performed in an office setting, courtroom and/or jail facilities. A full-time Legal Assistant 2 is scheduled to work Monday through Friday. There is no weekend work. Regular and predictable attendance is a requirement of the job. Overtime must be pre-approved by the Chief Legal Assistant.

Name

Date

APPROVALS & REVISION DATES

Created July 10, 2014

Approved by Lane Borg, July 10, 2014