

Richland County Position Description

Position Title: Legal Assistant

☐ **Exempt form FLSA**

Department: District Attorney

Category: Full-Time

Reports to: District Attorney

Pay Grade: G

Date: October 4, 2022

Hours per Week: 40

PURPOSE OF POSITION

The purpose of this position is to perform confidential legal secretarial duties for the District Attorney of Richland County.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Receive information from dispatch and other law enforcement agencies each morning for necessary documents for bail hearings, new cases, and other time sensitive matters.
- Create and maintain all criminal (misdemeanor and felony) and juvenile (misdemeanor and felony), civil traffic, and county forfeiture cases.
 - Creation of cases include entering all information from different law enforcement agencies to include times, locations, referred charges, witnesses, law enforcement officers, and victims with all relevant identifying information. Prepare court calendar based on information.
 - Maintenance of cases includes overall knowledge status of all open cases. Knowledge, preparation, and understanding of relevant legal documents needed for different types cases (e.g. summons, writs, warrants). Continual review of incoming documents (e.g. defense attorney filings such as motions, court notices, victim paperwork, pro se documents, requests from DoC, Pre Sentence Investigations, Competency Reports, NGI reports, Psychosexual evaluations, victim documents)
 - Maintenance of cases includes managing the entire court calendar in compliance with office procedures and Wis. Stats. Ch. 950 and the Wisconsin Constitution.
 - Maintenance of cases includes constant monitoring of the courts' criminal calendar in counties in which we have cases (e.g. Richland County, Iowa County, Vernon County, Grant County, Crawford County) Preparing motions to reset and other scheduling matters.
 - Provide all Discovery in all criminal cases pursuant to Wis. Stats. sec. 971.23 and in accordance with office procedure.
 - Perform reception duties such answering the telephone and providing desk services both pursuant to the rules of ethics and office policy.
 - Prepare all PROTECT reports requested by the State.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Associate degree with three to five years legal secretarial experience, or any combination of education and/or experience that provides equivalent knowledge, skills and abilities.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

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- Ability to comprehend statutes, medical dictionary, legal documents (e.g. criminal complaints, motions, briefs, writs).
- Ability to successfully use resources relevant to the office to include CCAP, VINE, DoC inmate locator, and NCIC and CIB records.
- Ability to prepare a variety of reports from an established database.
- Ability to communicate effectively with defense attorneys, law enforcement personnel, Social Service and Community Programs personnel, Public Defenders' office, witnesses and victims, Department of Corrections clerical personnel, medical professionals, insurance company personnel, Clerk of Court and other County Departments.

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions and decimals.

Judgment and Situational Reasoning Ability

- Ability to apply situational reasoning ability by exercising judgment, decisiveness and creativity in situations involving the evaluation of information against office policy and state statutes.
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives. Ability to compare, count, differentiate, measure and/or sort data and Information. Ability to assemble, copy, record and transcribe data. Ability to classify, compute, tabulate and categorize data.

Physical Requirements

- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements such as data entry.
- Ability to exert light physical effort in sedentary to light work, involving lifting, carrying, pushing and pulling. Ability to handle, finger and feel.
- Ability to recognize and Identify individual characteristics of colors and sounds.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, odors, violence, noise, vibrations, wetness, disease and/or dust, to work under safe and comfortable conditions.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date