

PROSECUTION ASSISTANT

NATURE OF WORK

This is specialized clerical work requiring a high level of attention to detail and knowledge of the legal process.

Work involves responsibility for performing clerical assignments in the Prosecution Division of the Law Department, requiring a working knowledge of the prosecutorial function as it relates to County Court and general legal terminology. Work also involves maintaining detailed, confidential case files and records. Supervision is provided by attorneys and other administrative superiors, but limited latitude for exercising judgment exists in this class because of the advanced knowledge of established rules, methods and procedures which is required.

EXAMPLES OF WORK PERFORMED

Receives, screens and forwards telephone calls to appropriate individuals or responds to questions requiring a working knowledge of departmental rules, regulations and procedures, and of the criminal justice system; documents conversations as necessary.

Interviews individuals seeking information; researches files and other records to obtain requested information; interprets routine aspects of departmental policies and procedures.

Reviews police citations, legal documents and other documents for completeness and accuracy; makes corrections, as necessary, and notifies individuals and agencies involved.

Files legal documents, police reports, evidentiary materials and correspondence; locates and retrieves requested material and information from files or other departments.

Prepares court sheets for court sessions; verifies accuracy and appropriate information; documents, sorts and organizes case files.

Maintains confidential legal case files; files alphabetically, numerically or chronologically.

Enters into, updates and retrieves information from a restricted access computer database; generates correspondence, legal pleadings and other documents using computer database.

Generates routine correspondence using word processing software.

Maintains documentation of records and/or reports, ordinance changes, radar certificates, State Health DWI Rules and Regulations, and other records as required.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Considerable knowledge of the legal process as it relates to the prosecutorial functions in County Court; law enforcement; court and legal terminology; and criminal prosecution methods and procedures.

Considerable knowledge of business English, spelling and arithmetic.

Knowledge of modern law office procedures and standard clerical techniques.

Ability to establish and maintain effective working relationships with co-workers, attorneys, interpreters, other agencies, and the general public in a courteous and tactful manner.

Ability to maintain a written and computerized filing and records system which includes a large volume of varied data of a legal and non-legal nature.

Ability to understand and follow complex oral and written instructions.

Ability to communicate effectively, both orally and in writing, in order to respond to inquiries.

Ability to interpret the relationship of responsibilities within the division as they apply to accepted polices, laws, and regulations, and to make decisions and apply them to work problems.

Ability to exercise good judgment, courtesy and tact in receiving callers and visitors.

Ability to prioritize workload, respond to interruptions and requests for immediate assistance, and to meet daily deadlines.

Ability to proficiently type at least 40 words per minute net after errors.

Skill in the operation of a personal computer, facsimile machine, photocopier and office automation system.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by courses in office technology with a legal focus and experience performing clerical duties in a court clerk's office or similar experience.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by courses in office technology with a legal focus; or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills

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