



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Legal Assistant	Job Code:	5030200	Job Grade:	10
Reports To:	Various	Pos. No:	Various	FLSA Code:	N
Department:	Various	Loc. Code:	Various	SIC Code:	9223
				WC Code:	8810
Division:	Various	CS Code:	A	EEO Code:	B11

Summary of Functions: Assists prosecutors/public defenders in the preparation of subpoenas and routing slips to ensure presence of witnesses in court and at examining trials; schedules and monitor assigned cases to ensure cases are processed expeditiously and in accordance with established procedures; and assists with legal research of issues as directed. Work assignments are complex in nature where considerable judgement, tact, creativity and initiative are required in resolving problems and performing tasks that may be confidential or sensitive in nature in accordance with policy.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Schedules witness arrival and departure times for interviews and trials, schedules and monitors assigned cases to ensure cases are processed expeditiously and in accordance with established procedures, and performs various other duties associated with the preparation for court, as dictated by the Judge of the court and assigned prosecutors/public defenders.	20	E
2. Researches legal issues at the direction of the prosecutor/public defender.	20	E
3. Drafts routine correspondence; processes, compiles and copies forms, legal documents and other materials; ensures case information is organized; and maintains current policy and trial notebooks.	20	E
4. Serves as a liaison between prosecutors, public defenders, attorneys, Judges, witnesses, victims, granting and law enforcement agencies, and other County departments; and responds to and/or resolves inquiries, problems, issues and exceptions.	15	E
5. Ensures applicable equipment is available and in workable condition in the courtrooms.	10	E
6. Advises victims of rights and compensation entitlement in conjunction with the Victim Witness Division.	05	N
7. Notarizes documents, orders supplies, distributes mail, prepares statistical data and coordinates the transportation of County witnesses with the Victim Witness Division.	05	N

8. Performs other duties as assigned.

05

N

Minimum Qualifications:

Education, Experience and Training:

Education and experience equivalent to an Associates Degree from an accredited college or university in job related field of study. One (1) year legal experience.

Juvenile Department:

“Position requires working with juveniles who may have committed dangerous/aggressive acts; should possess a high tolerance for working in an emotionally demanding/stressful work environment.”

Special Requirements/Knowledge, Skills & Abilities:

Ability to operate office equipment. Knowledge of computer applications and standard word processing software. Ability to enter data. Knowledge of criminal justice system. Ability to communicate effectively orally and in writing, organize, plan, and process work, and establish and maintain effective working relationships with employees and the general public. Ability to make decisions in accordance with established policies and procedures.

Physical/Environmental Requirements:

Standard office environment. May require prolonged kneeling, sitting, standing, walking, and the ability to lift and carry files, boxes, and other materials up to 25 lbs., unassisted.

Hay Points/Point Factor:

COL2: 125, EXP1: 10, VM2C: 20, PD1A: 05, WH1A: 05, WE1A: 05, IC3C: 55, DL4: 40, PS4: 40, RE1A: 05, SF1A: 05 TTL: 315

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 7/2003

Approved by Civil Service Commission on

Date 8/18/2003

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.