

POSITION DESCRIPTION

Class Title: Legal Clerk
(Job Class Code: 0089)
Department: City Prosecutor

Effective Date: October 3, 2018
Pay Grade: 8
FLSA Status: NE

GENERAL PURPOSE: The Legal Clerk will perform routine clerical tasks, including typing, answering the telephone, and filing. These tasks are performed without close supervision. Enhances attorney effectiveness by providing information-management support, preparation of quality legal documents and maintaining case and file materials. Unusual situations or assignments require detailed instructions and supervisory follow-up.

SUPERVISION RECEIVED: Position works under the general supervision of the Departmental Supervisor or the City Prosecutor.

SUPERVISION EXERCISED: None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Greets the general public, law enforcement, attorneys and others and appropriately handles inquiries and provides accurate case information; answers telephone promptly and courteously, transferring incoming calls to appropriate individual or department, or taking messages as appropriate; responds to inquiries from employees, citizens and others and refers, when necessary, to appropriate persons.
2. Provides clerical support to office staff, including preparing documents, case filing, correspondence, data entry and filing; maintains files of correspondence, computer forms, reports, and other materials.
3. Documents and inputs information into prosecutorial software systems and other databases as required by office policy.
4. Provides historical reference by developing and utilizing filing and retrieval systems;
5. Receives, stamps and distributes incoming mail, processes outgoing mail;
6. Assists with court preparation and while court is in session with any duties to support the case load and the City Prosecutor or Legal Secretary. Provides support in the court house as required.
7. Performs other work related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Graduation from a high school or GED equivalent; and
2. Two (2) years of clerical experience (legal or court experience preferred;) or
3. Any equivalent combination of related education and experience that demonstrates the ability to successfully perform the job.

Necessary Knowledge, Skills and Abilities:

1. Working knowledge of computers and electronic data processing; working knowledge of modern office practices and procedures; working knowledge of trial court including criminal rules and procedures.

2. Skill in effective telephone communication; skill in the operation of the following equipment: telephone; personal computer including word processing, spreadsheet, graphics, and database software; copy machine; fax machine; calculator.
3. Ability to accurately type and word process 30 wpm; ability to enter data into computer; ability to handle sensitive information with a high level of confidentiality; ability to effectively meet and deal with the public; ability to communicate effectively verbally and in writing; ability to appropriately handle stressful situations with professionalism and a calm demeanor; ability to work with frequent interruptions.
4. Ability to receive, convey, and explain detailed information regarding court procedures and policies to local law enforcement officials; persons involved in litigation, and the general public.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is an indoor, climate-controlled office. The noise level in the work environment is light to moderate.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval:

Civil Service Director

Approval:

Department Director