

Job Description – Second Deputy Legal Assistant – D.A.’s Office

Position Title: Second Deputy Legal Assistant – D.A.’s Office
Job Family: District Attorney
Reports to: DA
FLSA Type: Non-Exempt

General Summary:

Performs (entry-level) legal assistant work. Work involves researching, analyzing, investigating, and drafting legal documents; and assisting attorneys with successful case or work management. Works under close supervision but requires the use of initiative and the ability to work independently.

Essential Job Functions:

- Drafts and prepares pleadings, motions, briefs, petitions, and other legal documents.
- Drafts legal correspondence.
- Researches and analyzes legal sources such as statutes, case law, administrative records, opinions, articles, treaties, land titles, and rules and regulations.
- Files pleadings with courts.
- Schedules, attends, and prepares attorneys for hearings, trials, meetings, interviews appellate arguments, and docket calls.
- Assists in coordinating, assembling, and preparing evidence, exhibits, affidavits, and documents for use in legal proceedings.
- Performs related work as assigned.

General Qualification Guidelines:

Knowledge, Skills and Abilities

- Knowledge of legal terminology, research methods and techniques, administrative and court procedures, the legislative process, and public notice requirements.
- Skill in the use of office equipment.
- Organizational Skills and the ability to work under pressure in a fast paced environment are a must.

- For the purpose of compliance with the Americans with Disabilities Act and ADA Amendments Act, this job description does not account for potential reasonable accommodations.

March 2018

Physical Demand Code

- 50% Time Spent on L- Light
 - 50% Time Spent on S – Sedentary
 - C – Continual
 - 1,2,3,7,8,9,13,14,17,18,19
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PHYSICAL DEMAND (overall strength)

PHYSICAL DEMAND CODE

For most tasks, typing operating the computer, writing correspondence, data entry, and sort mail

Sitting

Coordinating activities between Peace Officers and the District Attorney and the Criminal investigator

Standing/Walking

Typing, data entry, to sort mail, and write correspondence

Fine Dexterity

All aspects of this job.

Vision

Opening files, reach files on top shelf some exceeding 15lbs. in weight

Reaching

To obtain files and paper from the floor, copy paper 50lbs., files targeted for restoration or disposal 50 – 75lbs.

Bending

Assist the assistant and the District Attorneys when in trial to carry case files and law books to courtroom, some exceeding 25 – 30lbs. in weight

Lifting/Carrying

Telephone, communicating with citizens, Attorneys, investigators and Peace Officers

Hearing/Talking

THIS IS A DESCRIPTION OF THE WAY THIS JOB IS CURRENTLY PERFORMED:

PHYSICAL DEMAND

DESCRIPTION

JOB TITLE

Machines, Tools, Equipment, and Work Aides

Computer, printer, calculator, telephone, books, rules and regulations, legal papers and court orders.

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Environmental Factors

None

Protective Equipment Required

None

Non-Physical Demands

None

SKILLS

Reading: Law books, criminal cases, court orders, memos from the District Attorney

Writing: Reports to Austin, to the County, correspondence for the District Attorney to T.D.C., requests for information, write news media releases, the Grand Jury docket and notify them.

Math: general math

Reasoning: Ability to follow instructions, use initiative to schedule own work and prioritize tasks.

Supervisory: None

Managerial: None

Interpersonal: Ability to work courteously and professionally with the general public, the District Attorney and Co-workers.

NOTE: This job description covers the general nature and level of work being performed by employees holding this position.. This is not intended to be a comprehensive listing of all duties and responsibilities required.

Employee Acknowledgement

This confirms that I, _____, have received a copy of my job description with Van Zandt County and I recognize that job duties may be changed, amended or supplemented at any time, and that such changes will supersede this job description.

Employee signature

Date _____

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