



PARALEGAL

Department: **Prosecutor's Office** Class Code: **23**
Reports to: **Administrative Director** FLSA Status: **Exempt**

GENERAL PURPOSE: Under limited supervision, manages all administrative functions of the Prosecutor's Office; fulfills the roles of paralegal, victim advocate, legal secretary and office manager.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Organizes, prepares and manages case files for pre-trial conferences or trials; maintains the filing system; maintains the calendar; creates and maintains automated records of all criminal cases.
- Attends pre-trial conferences, witness interviews and other necessary court proceedings; facilitates proper defendants at arraignments, hearings and trials.
- Maintains contact with victims; educates victims on court procedures; provides emotional support to victims; investigates and documents restitution claims.
- Assures compliance with all rules of criminal procedure; telecommunicates with the Prosecutor regarding case information and scheduling issues; drafts correspondence, legal memos, legal forms, motions and other related documents.
- Performs legal research; stays current on new legislation.
- Receives, investigates and responds to sensitive phone calls, citizen inquiries and written correspondence; provides information in response to questions.
- Works with the Police Department, Code Enforcement and the Department of Motor Vehicles to obtain necessary reports and evidence to prosecute cases; work with police officers to build cases for prosecution; work with court staff to coordinate and schedule pre-trial conferences, hearing and trials.
- Communicates with defense attorneys; provides them with evidence and police reports; coordinates parties and schedules victim and witness interviews, court appearances and testimony for hearings and trials; prepares and sends subpoenas; maintains contact with witnesses.
- Manages the office supply inventory; orders supplies; completes purchase orders.
- Participates in the preparation of the annual budget.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Maintains absolute confidentiality of work-related cases, issues and records.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Associate degree in para-legal or a closely related field and two years of experience in criminal law enforcement or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

- Legal Assistant certification.
- Criminal Law Specialist certification desired.

Required Knowledge of:

- Local and state criminal laws and criminal procedures.
- Arizona Victim’s Rights laws.
- Legal terminology.
- Court system and procedures.
- Uses and applications of personal computers and various software applications.
- Benefit administration principles and practices.
- Modern office practices, procedures and equipment.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Perform legal research.
- Establish and maintain various manual and automated records and filing systems.
- Make decisions, maintain composure and work effectively under stressful conditions.
- Analyze, appraise and organize facts and evidence and present material in a concise and logical manner.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of business software.
- Manage office inventory, order supplies and participate in budget preparation.
- Maintain strict confidentiality.

Physical Demands / Work Environment:

- Work is performed indoors in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 25 pounds.

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
		7/2019		23	Non-Exempt	
		5/2021		23	Exempt	

APPROVED: Human Resources

DATE: 5/2021