

Williamson County Job Description

Department/Office: District Attorney

Job Title: DA Legal Assistant IV (Court)

FLSA: Non-exempt

Pay Grade: B25

Effective Date: 10/2018

JOB SUMMARY

Reporting directly to the Office Administrator and Prosecutor 1 in the Trial Division, provides professional and legal administrative assistance to the District Attorney and Assistant District Attorneys of Williamson County.

EXAMPLES OF WORK PERFORMED

- Receives and handles phone calls or communicates messages
- Receives, reviews, distributes, and handles correspondence
- Schedules appointments and meetings
- Maintains calendars for case dockets, meetings, and appointments
- Maintains knowledge of the law and how it applies to the case management and document preparation process
- Prepares court dockets, ensuring accuracy of Assistant District Attorney assignment and case status
- Locates and prepares files for criminal court appearances
- Calculates jail credit, ensuring credit is properly determined for court ordered treatment facilities, if applicable
- Attends Court proceedings to record settings and prepares plea paperwork, judgments, dismissals, 12.45's, and other related legal documents necessary for the proper disposition of criminal cases
- Tracks and maintains bond forfeitures, preparing and filing documentation and creating new cases, when necessary
- Locates and reviews pending, non-indicted, and probation files to ensure completion of the prosecution process
- Compares case Information and Indictment filings with Odyssey Attorney Manager, to ensure accuracy
- Ensures proper Criminal Justice Information System (CJIS) data entry and reporting
- Locates and tracks defendants through out-of-county/state custodial agencies, ensuring their return to Williamson County to address their cases; process Affidavits of Incarceration, as necessary
- Prepares and files motions to revoke or increase bonds, revocations, adjudications, local and federal bench warrants, motions and orders for competency/sanity, and pre-trial motions
- Processes case referrals to the County Attorney
- Generates and reviews Warrant Activity and Event Review Reports to ensure reset dates, CJIS Reporting, County Attorney referrals, adjudications, revocations and bond forfeitures are addressed in a timely manner
- Prepares trial notebooks in preparation of jury trial and general trial assistance, such as copying transcripts, contacting key personas and providing assistance for the Assistant District Attorneys

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- Assists with jury trials by preparing prospective juror seating charts, reviewing prior service of jurors, copying jury lists for Assistant District Attorneys and Investigators, and updating juror service ledger after trial
- Records and relocates media files for disposed cases
- Oversees condition and usage of courtroom printer/copier, reporting needs for maintenance to the Office Administrator
- Attends regularly scheduled training sessions.
- Fills in for other Court Assistants, assuming all court proceeding duties, as needed
- Serves as backup to the Office Receptionist, to include, but not limited to, greeting and assisting visitors, both by phone and in person
- Communicates frequently with County staff, law enforcement agencies, defense attorneys, probation officers, court personnel, state agencies and the public, maintaining courtesy and professionalism
- Prioritize work to meet required deadlines.
- Maintain strict confidentiality of information and documents.
- Assist with special projects and other tasks as assigned.

ORGANIZATION RELATIONSHIPS

- Reports directly to – Office Administrator and Prosecutor 1 in the Trial Division
- Direct Reports – none

PHYSICAL DEMANDS

- Position involves prolonged sitting at a workstation, prolonged reading, visual examination of documents, reaching, walking, twisting, bending, repetitive motions and standing
- Position involves occasional lifting and carrying of up to fifty (50) pounds and exertion of up to twenty-five (25) pounds of force to move objects

ENVIRONMENTAL FACTORS

- Work is primarily indoors in an air-conditioned environment
- High-volume court with stressful situations
- Interaction with persons accused or convicted of crimes

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

MINIMUM QUALIFICATIONS

- Bachelor's degree and three (3) years of experience in criminal justice, public administration or a related field; or an equivalent combination of education, experience and training

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- Working knowledge of specific job-related technology, including Microsoft Windows and Word, Excel, Power Point software

PREFERRED QUALIFICATIONS

- Experience working in a District Attorney Office, County Government, and/or State Agency

EMPLOYMENT TESTING

Employment is contingent on passing any post-offer pre-employment screening as listed below:

- Criminal background check: Yes
- Motor Vehicle Record check: Yes
- Drug screening: No
- Physical exam: No
- Psychological exam: No
- Additional: N/A

IRREGULAR HOURS

- Work outside of the regular office hours (Monday-Friday) may be required

TOBACCO FREE WORKPLACE POLICY

Williamson County is a tobacco free workplace. The use of tobacco and non-tobacco products such as vapor, e-cigarettes and the use of chewing tobacco or like products is prohibited on all Williamson County premises. Employees who violate this policy are subject to appropriate disciplinary action up to and including termination of employment.

SUPPLEMENTAL INFORMATION

Williamson County is an Equal Opportunity Employer and complies with the Americans with Disabilities Act. If you require an accommodation in order to apply for a position, please request assistance from the Human Resources Department.