

## LEGAL SERVICES SPECIALIST I

### JOB DESCRIPTION

**Classification Responsibilities:** A Legal Services Specialist I performs a variety of responsible paraprofessional work including administrative support and public contact duties in the City Prosecutor's Office, typically in support of an Assistant City Prosecutor I or Assistant City Prosecutor II. Work involves difficult clerical, public contact, and varied paraprofessional assignments requiring a high degree of thoroughness and accuracy in performing administrative details within established time constraints. This class performs related duties as required.

**Distinguishing Features:** A Legal Services Specialist I must thoroughly understand the full scope of procedures and processes in the City Prosecutor's Office in order to respond effectively to difficult questions from: defendants, victims, court staff, Police Department personnel, attorneys, governmental agencies, staff within the City Prosecutor's Office, and other City employees. Work is typically performed in one of seven major areas of job responsibilities. The public contact work of this class requires considerable judgment, patience, and persuasion in explanations concerning Arizona Revised Statutes, City codes and ordinances, and criminal justice process. Employees in this class may progress by noncompetitive promotion to Legal Services Specialist II upon meeting the specific criteria-based promotion requirements of experience, training, and performance. Employees in this class are supervised by a Supervising Legal Secretary who reviews work for completeness and compliance with legal standards and policies. This class is FLSA nonexempt.

### QUALIFICATIONS

**Minimum Qualification(s) Required.** Any combination of training, education, and experience equivalent to graduation from high school or GED. Considerable (3 - 5 years) clerical or paraprofessional experience, including good (1 - 3 years) experience in a law office or related environment, or training which provides a familiarity with legal procedures, principles, and terminology.

**Special Requirement(s).** For this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment with the City of Mesa.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualification(s).** None.

### ESSENTIAL FUNCTIONS

**Communication:** Responds in person or by telephone to public defenders and/or private counsel, victims, defendants, and other government agency personnel to answer questions or address concerns regarding: discovery, a victim and/or witness statement, restitution, the state's offer, interviews, or prior information. Prepares memos, email and letters in communicating with other employees, management, and the general public. Completes appropriate legal forms relating to specific cases such as: motions to

continue, discovery motions or responses, and plea agreements. Arranges time schedules of prosecutors, public defenders and/or private attorneys, victims and civilian witnesses for deposition interviews. Explains statutes, ordinances, policies, and operating procedures related to assigned work to citizens, defendants, victims, and witnesses.

**Manual/Physical:** Enters and prints subpoenas through the court computer after the witness list is established. Types responses prepared by an Assistant City Prosecutor from rough draft. Operates computerized records systems by entering narrative and statistical information and accessing specialized databases within computer systems used by the City Court, City Prosecutor, and the Mesa Police Department to obtain criminal information such as: criminal charges, hearing dates, and criminal histories. Uses word processing software for a variety of legal purposes such as: to request discovery from the defense; allege prior information; update interview information; prepare complaints and file motions to amend, continue, dismiss, and suppress. Prepares and files motions that need to be filed with the court such as: notice of appearance, motion to continue, and motion to dismiss. Photocopies discovery materials for defendants, public defenders, and private counsel upon request. Meets scheduling and attendance requirements.

**Mental:** Reviews criminal histories, motor vehicle records, and police reports to ascertain what additional information, beyond what has routinely been gathered, may be requested by a prosecutor. Determines surcharges and court user fees for fines based on statutory requirements. Predetermines cases needing waivers of counsel prior to pre-trial conference with a prosecutor. Knowledge of Driving Under the Influence (DUI) laws, Domestic Violence laws and Victims' Rights legislation. Prioritizes caseload to meet statutory deadlines. Attends to detailed information assuring accuracy and completeness of prosecution files related to violations.

**Knowledge and Abilities:**

Knowledge of:

legal terminology and the forms and documents used in legal clerical work;  
business English usage, spelling, grammar, punctuation, and arithmetic;  
criminal procedures and rules;  
effective customer service skills and practices;  
court system and records retrieval;  
legal procedures and practices involved in composing, processing, and filing legal documents; and  
Domestic Violence laws, Driving Under the Influence (DUI) laws, and Victims' Rights legislation.

Ability to:

operate and use various computer applications and other common office equipment;  
maintain confidentiality and security of records and information.  
deal effectively and courteously with court personnel, legal counsel, witnesses, victims, other criminal justice agencies, and the general public;  
independently prepare routine legal documents and correspondence;  
communicate positively and effectively, both orally and in writing; and

establish and maintain cooperative working relationships with attorneys, the general public, management, and coworkers.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of this job change.

Revised 8/15

TO/pg

CS3617.DOCX (Full-time)

PAY GRADE: 43

CS3647.DOCX (Part-time)

PAY GRADE: 43

EEO-A/S

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-8810

JOB FCTN-LEG

SWORN-No

INCREMENTS 61-200