

## LEGAL SERVICES SPECIALIST II

### JOB DESCRIPTION

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

**Distinguishing Features:** A Legal Services Specialist II is characterized by responsibility for a variety of administrative activities to be met with minimal supervision. A Legal Services Specialist II must thoroughly understand the full scope of procedures and processes in the City Prosecutor's Office in order to respond effectively to the most difficult questions from defendants, court staff, Police Department personnel, attorneys, governmental agencies, staff within the City Prosecutor's Office, and other City employees. Employees in this class perform a broad range of paraprofessional work in a minimum of four of the six major areas of job responsibilities of a Legal Services Specialist I. The public contact work of this class requires considerable tact, patience, and persuasion in explanations concerning City codes and ordinances and processes and procedures. This class differs from the Legal Services Specialist I classification by the performance of a broad range of paraprofessional work in a minimum of four of the six major areas of job responsibilities of a Legal Services Specialist I. Employees may progress to this class by noncompetitive promotion upon meeting the specific criteria-based promotion requirements of experience, training, and performance. Employees of 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

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from high school or GED. Considerable (3 - 5 years) clerical or paraprofessional experience in a law office or related environment. Employees promoting to this class by noncompetitive promotion are required to meet the experience, training, and performance requirements as identified in the criteria for promotion.

**Special Requirements.** 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 Qualifications.** None.

## ESSENTIAL FUNCTIONS

**Communication:** Responds in person or by telephone to public defenders, 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 and letters in communicating with other employees, management, and the general public. For in-custody and domestic violence cases, contacts the victims by telephone or mail to determine victims' status, informs victims and defendants (who are often angry and confused) of their rights, and of the responsibility for invoking those rights. Provides information and explanation regarding the sequence of events of the court's processing in-custody cases as well as domestic violence cases and the possible consequences of the case. Completes appropriate legal forms relating to specific cases such as motions to continue, discovery motions or responses, and plea agreements. Phones victims to advise them of their rights, their scheduled appearance date, and to get their input about the case, such as damage to property or medical expenses incurred. Explains ordinances, policies, and operating procedures related to assigned work to citizens, defendants, victims, and witnesses.

**Manual/Physical:** Enters and prints subpoenas through the court database after the witness list is established. Types responses prepared by an Assistant City Prosecutor from rough draft or dictaphone. 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; schedule 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:** Applies written policies and operating procedures to complete work assignments. Interprets ordinances, policies, and operating procedures for support staff, citizens, defendants, victims, and witnesses. Prioritizes work assignments. Edits information relating to victims' addresses and phone numbers. 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 the prosecutor. Prioritizes caseload to meet statutory deadlines. Attends to detailed information ensuring accuracy and completeness of prosecutor's file related to a variety of violations.

### **Knowledge and Abilities:**

Knowledge of:

legal terminology and forms and documents used in legal clerical work;  
business English usage, spelling, grammar, punctuation, and arithmetic;  
criminal procedures and rules, Driving Under the Influence (DUI) laws, Domestic Violence laws, and Victim's Rights legislation;

effective customer service skills and practices;  
court system and records retrieval; and  
legal procedures and practices involved in composing, processing, and filing legal documents.

Ability to:

operate and use a word processor and other common office equipment;  
deal effectively and courteously with court personnel, legal counsel, witnesses, victims, other criminal justice agencies, and the general public;  
independently prepare legal documents and correspondence;  
communicate effectively both orally and in writing;  
maintain confidentiality and security of records and information; 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 4/18

TO/js/aa

CS3984.DOCX (Full-time)

CS4160 (Part-time)

EEO-A/S

JOB FCTN-LEG

INCREMENTS 47-200

PAY GRADE: 45

PAY GRADE: 45

IND-8810

SWORN-No