

LEGAL SERVICES SPECIALIST TRAINEE

JOB DESCRIPTION

Classification Responsibilities: A Legal Services Specialist Trainee performs specialized paraprofessional work through a structured multi-phase training program in the City Prosecutor's Office. A Legal Services Specialist Trainee learns to perform the full scope of duties of a Legal Services Specialist I. The work involves case file management; researching and obtaining case file information, documentation, and evidence; verifying accuracy of data; processing and drafting legal documents and correspondence; preparing cases for court hearings; providing courtroom assistance to the prosecutor; managing calendars and events; providing discovery; reviewing and redacting sensitive and/or confidential information from video, audio, and other materials; and providing customer service to respond effectively to questions from defendants, witnesses, victims, officers, attorneys, judges, governmental agency employees, and other internal City of Mesa employees. An employee in this class learns how to enter, update, and query information in multiple case management systems, and learns how to use multiple computer software programs. The responsibilities for this class require a high degree of thoroughness and accuracy within established time constraints, considerable judgment, critical thinking, patience, and communication skills. This class performs related duties as required.

Distinguishing Features: The Legal Services Specialist Trainee who successfully completes all phases of training, and meets the minimum qualifications and performance expectations of a Legal Services Specialist I, may progress by the noncompetitive criteria-based promotional process to the classification of Legal Services Specialist I. An employee in this class must successfully complete all phases of training within the stipulated time frames. An incumbent who fails to successfully complete the training program will be transferred, demoted, or terminated. Employees in this class are supervised by a Legal Team Supervisor 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. Graduation from high school or GED. Considerable (3 -5 years) clerical or paraprofessional experience (graduation from an accredited college or university with an Associate's Degree or higher may substitute for two years of experience); **OR** good (1 – 3 years) clerical or paraprofessional experience in a law office or related environment.

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 and/or private counsel, victims, witnesses, 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 written memos, emails, and letters in communicating with other employees, management, and the 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; and 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. Prepares and sends discovery materials to 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 support 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 multiple 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 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 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.

New 1/24

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CS4241.DOCX (Full-Time)

EEO-A/S

JOB FCTN-LEG

INCREMENTS 55-200

PAY GRADE: 42

IND-8810

SWORN-No