

Code: 3139

Title: LEGAL PROCESSING SUPPORT-COUNTY ATTORNEY

SUMMARY: Processes legal documents of a specialized nature with some instruction with respect to details of the assignment.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Answers general procedural questions from the public and staff concerning specialized documents, policies, activities and services, and researches information;
Compiles confidential information and prepares and types legal documents;
Prepares and updates file folders, logs, status records and other documentation to reflect the current status of a process and performs required purges;
Indexes, classifies, codes and files records, reports and documents;
Conducts computer searches to obtain or validate information such as prior criminal histories, asset information, credit histories, financial assets, place of residence and employment using various restricted access resources;
Interviews clients to obtain or verify general information for case records;
Searches for, retrieves and provides information on case disposition to concerned parties using manual and automated systems and determines further action as required;
Creates and maintains new records and client files, inputs and retrieves information using computer systems;
Creates and maintains spreadsheets and databases using packaged software or computer programs;
Schedules and arranges meetings, conferences, interviews, appointments and travel;
Gathers information and prepares and processes routine legal documents such as opinions, complaints, warrants, depositions, interviews and answers routine correspondence;
Reviews case files to insure file is complete and contacts appropriate parties to obtain missing documents;
Assembles the daily court calendar, determines priority of trials or hearings, and relays information to judges and other concerned parties;
Receives payments, issues receipts and verifies daily cash intake with receipts.
Processes claims, purchase orders and contracts for payment to vendors and contractors, and verifies accuracy of billing charges against ledgers, invoices and contracts.
Contacts and collects accounts receivable and monitors payment arrangements;
Identifies actions required to provide services to individual clients, applicants, or the general public and assists people in completing the service process;
Receives visitors and telephone calls, determines nature of business, and refers to the appropriate division, section or individual;
Operates a variety of office equipment.

KNOWLEDGE & SKILLS:

Knowledge of:

- legal office practices and procedures;
- legal terminology, legal forms;
- business English, grammar and spelling;
- criminal justice system or civil legal process;
- court procedures.

Some positions may require additional knowledge of:

- restitution/collection processes or program-related terminology;
- child support enforcement processes.

Skill in:

- recognizing and setting priorities in the processing of legal documents;

- working within time constraints and meeting deadlines;
- filing documents and researching information;
- coding, classifying and entering data into computers and verifying key entries;
- operating a variety of computer applications, word processing and office equipment;
- establishing and maintaining effective work relationships;
- making mathematical calculations;
- communicating effectively;
- preparing, processing and analyzing legal documents, forms and correspondence;
- maintaining legal filing systems;
- training, assigning work to and reviewing the work of clerical support staff.

MINIMUM QUALIFICATIONS:

THIS IS A TESTED CLASSIFICATION. To be considered for this classification, all applicants must pass appropriate Pima County written/performance tests.

Typical training and experience would include successful completion of course work from an accredited college, university, trade or vocational schooling legal terminology or legal office procedures from an accredited school or one year of legal clerical experience.

(Relevant education from an accredited college, university, trade or vocational school may be substituted for a portion of the aforementioned experience)

(Relevant experience may be substituted for a portion of the aforementioned education from an accredited college, university, trade or vocational school)

OTHER REQUIREMENTS:

Special Notice Items: Due to the need for access to courts, law enforcement, detention or correctional facilities, some positions in this classification may require satisfactory completion of a personal background investigation by law enforcement agencies.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.