



JOB DESCRIPTION

<i>Title</i>	Trial Assistant				
<i>Department</i>	District Attorney			<i>Job Class</i>	A 14 3
<i>Driving Required</i>	No			<i>Safety</i>	No
<i>Labor Union</i>	AFSCME Local 2746 Courthouse/Roads			<i>FLSA</i>	Non-exempt
<i>Created</i>	Oct. 2021	<i>Reviewed</i>	Aug 2022	<i>Revised</i>	

Purpose

Provide advanced administrative, staff, and customer support to assigned department/division. Work directly with deputy district attorneys (DDAs), and serve as the point of contact for the public, witnesses, law enforcement, and outside legal entities in regard to assigned criminal cases. Maintain case files and assist with legal proceedings when required.

Essential Functions

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Maintain a high volume of case files, including misdemeanor, felony, juvenile delinquency, juvenile dependency, and/or civil. Create and organize both paper and electronic files, monitor and meet deadlines, produce, review, verify, and process court documents. Input and retrieve data, review upcoming and pending cases, prepare documents as required, and route materials to the appropriate parties.
- Interact with a wide range of interdepartmental and external partners and personnel in the course of managing case files. Communicate with municipal, county, state, and federal law enforcement agencies and maintain contact regarding specific case information. Run criminal history checks. Establish and maintain effective working relationships with office staff, court personnel, law enforcement agencies, Department of Human Services, and the general public.
- Schedule cases for presentation to the grand jury and coordinate with court schedules, prepare materials, and coordinate any additional arrangements (e.g. witnesses, interpreters, special advocate, law enforcement). Prepare indictments and warrants; determine when issuance is required. Obtain and organize crime lab reports, certified sentencing orders from other counties and states, and documentation from the Department of Motor Vehicles.
- Draft subpoenas for law enforcement officers, medical personnel, medical records, victims and/or witnesses for court hearings, motion hearings, trials and/or grand jury.
- Build and assemble discoverable materials packages (e.g., police reports, photographs, AV recordings, redactions, lab reports, disciplinary records) and



JOB DESCRIPTION

provide them to appropriate parties. Record and maintain billing and invoicing system for materials provided to defense attorneys.

- Compose a variety of documents (e.g., letters, memos, reports, charts, forms, agendas, spreadsheets, tables, minutes, subpoenas and other legal documents). Verify content and correct for grammar, spelling, and format. Accurately enter and retrieve data from computer files.
- Research and compile data from a variety of sources, some confidential in nature. Perform statistical calculations and tabulations in accordance with established departmental procedures.
- Perform department reception and customer service duties as required. Professionally greet visitors; respond appropriately to incoming phone calls and inquiries from the public; send and receive emails and faxes. May perform basic bookkeeping-related functions and scheduling tasks.
- Work independently to plan and arrange own work sequence. Work with supervisor to develop and maintain departmental procedures, routines, and filing systems that comply with Oregon Administrative Rules of Records Retention.
- Serve as a point of coordination as authorized in various interdepartmental public and civil matters. May serve as administrative support for assigned boards, committees, or other groups to record minutes and proceedings.

Mandatory Qualifications

Education and Experience:

Two-year (Associates) degree and two years' specialized training and experience in the clerical and/or administrative field, OR high school diploma and five years' experience in a clerical or administrative field or any satisfactory combination of experience and training.

Knowledge, Skills and Abilities:

Advanced knowledge of clerical and administrative support profession. Advanced record-keeping skills. Thorough knowledge of basic bookkeeping-related functions. Ability to read and write proficiently. Excellent customer service and problem-solving skills. Advanced data entry and computer operations skills. Working knowledge of PC and word processing software.

Desired Qualifications

Familiarity with criminal and civil legal terminology and law enforcement processes and procedures. Some experience working in a prosecutor's or legal office and/or administrative support for a law enforcement agency. Knowledge of specific PC word processing software utilized by the County. Spanish language skills (written and spoken).



JOB DESCRIPTION

Physical Demands

Lift and carry books, files, boxes, etc. up to 25 pounds. Prolonged periods of sitting or standing may be required.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

Working Conditions

Typical working office environment.

Supervisory Responsibility

Works under the direct supervision of the administrative supervisor. Supervision is not a typical responsibility of this position.