



City of Tempe

LEGAL ASSISTANT

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	117	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	City Attorney	<i>Salary / Hourly Minimum:</i>	\$20.390865
<i>Supervision Level:</i>	Non-supervisory	<i>Salary / Hourly Maximum:</i>	\$27.527404
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Administrative Assistant II+
<i>Drug Screen / Physical:</i>	N	N	<i>EEO4 Group:</i> Administrative Support

DISTINGUISHING CHARACTERISTICS

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REPORTING RELATIONSHIPS

Receives direct supervision from the Administrative Support Supervisor for the City Attorney, Criminal Division (Prosecutor’s) Office, or general supervision from other management or professional staff.
 May exercise functional and technical supervision over part-time staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	<p>Two years of responsible clerical or secretarial experience, preferably in a Legal office.</p> <p><u>When assigned as the Arraignment Specialist:</u></p> <p>Previous arraignment experience is highly desirable.</p> <p><u>When assigned as the Victim Advocate:</u></p> <p>Previous experience in assisting crime victims is highly desirable.</p>
<i>Education:</i>	<p>Equivalent to completion of the twelfth grade supplemented by specialized administrative course work in general office and business practices. Associate’s Degree is preferred.</p> <p><u>When assigned as the Victim Advocate:</u></p> <p>An Associate’s Degree or equivalent is required in Criminal Justice, Social Work or a degree related to the core functions of this position. A Bachelor’s Degree</p>

	is preferred.
<i>License / Certification:</i>	Must have or obtain Terminal Operator's Certification (TOC) within six (6) months of hire.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of legal clerical and administrative support duties for the City Attorney, Criminal Division (Prosecutor's Office) office; and to provide information and assistance to the public.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Process Motor Vehicle Division (MVD) and police department reports; order certified copies of MVD reports and notices of suspension from MVD.
- Run criminal histories, national criminal histories, out of state motor vehicle records, prison time requests, jail time requests, INS requests and juvenile requests.
- Redact all victim information in compliance with the Victim's Rights Laws on all reports.
- Order copies of prior orders of protection, records from prior cases from Superior Court, and records of prior convictions through gathering police reports from other jurisdictions.
- Prepare Trial Calendars for attorneys and ensure all files are ready for trial.
- Process discovery requests including the preparation of disclosure statements and lists of witnesses and exhibits.
- Process Motion to Continue, Motions to Dismiss, Allegations of Priors, Petitions to Revoke Probation, and other miscellaneous pleadings.
- Process long form complaint procedures including logging in police reports, complying with Victim Rights and new domestic violence issues, and notifying detectives of approvals and denials of each complaint.
- Process subpoenas issued for hearing and any reissues depending on any requests for continuance.
- Contact witnesses, officers, and/or victims by phone when directed by management staff.
- Process appeals in Appellate Court and file appropriate motions.
- Establish, organize and maintain filing systems; perform record keeping for various funds and expenditures; maintain inventory records and other department and program files; handle and maintain sensitive and confidential information and records.

- Operate a variety of office equipment including a computer; input and retrieve data and text; organize and maintain workload in advance.
- Request 911/CAD/records from police departments.
- Do general filing and pulling of files for court dockets at least two (2) days in advance.
- May act as a receptionist; answer the telephone and wait on the general public, providing routine and general information on departmental and City policies and procedures, regulations, systems, and precedents relating to area of assignment; issue, receive, and process various applications, permits, and other forms; screen mail and telephone calls and respond to and resolve routine complaints and issues; refer remaining issues to appropriate department personnel.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

When assigned as the Arraignment Specialist:

- Conduct local criminal history records and out of state background checks.
- Conduct out of state Motor Vehicle Department record checks.
- Obtain daily arraignment list, and daily prisoner lists and have complete by start of each docket.
- Separate victim cases for victim notification prior to court proceedings.
- Check court schedule for new defendants added to court schedule and gather appropriate records.
- Follow-up on requests from prosecutors during arraignments for any defendants who are added to calendar. Follow-up on additional criminal history information, including criminal histories from Arizona and other states, driving histories from Arizona or from other states, whether a defendant is in custody or has been released, results of court proceedings around the state or country, trial dates in other courts, and requests for certified documents.
- Respond to calls from other agencies or Adult Diversion for previous defendant convictions or diversion information.
- Process incoming, arraignment-related mail; print calendars from Court database.
- Provide coverage for Division Legal Assistants when needed.
- Perform related duties as assigned.

When assigned as the Victim Advocate:

- Assist victims in better understanding and navigating the criminal justice system.
- Notify victims about their mandated victims' rights.
- Inform victims about restitution eligibility and how to recover restitution.
- Process restitution requests and victim impact statements.
- Apprise victims on how to obtain an Order of Protection or an Injunction Against Harassment.
- Inform victims about available community and victim services and provide referrals.
- Process and track victim notification information.
- Input data/victim information into a computer database.
- Maintain statistical records related to victims serves and services rendered.

- Produce special and periodic statistical reports.
- Ensure that victims' rights are adhered to in accordance with the Arizona Constitution and statutes.
- Seek, maintain and comply with victims' rights grants from various funding organizations.
- Attend victim related training.
- Act as a liaison between victims of crime, prosecutors, police officers, and social service agencies.
- Communicate with victims through telephone contact, letters, e-mails, or other means in order to comply with victim notification requirements.
- Personally meet with victims when they come to the Prosecutors' Office to explain rights, answer questions or assist with other victim related issues.
- Accompany victims to court when needed.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Other physical labor essential to the classification (i.e. moving files, office supplies, etc.);
- Work in a stationary position for considerable periods of time (i.e. sitting at a desk doing administrative support work, 30 hours a week);
- Operates computers, calculators and other office machines (i.e. use a computer to complete administrative duties).

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective January 2001

Revised January 2002

Revised August 2008 (job description update)

Revised December 2016 (added physical/mental activities)

Revised March 2017 (min quals and job duties update)