Legal Associate – Sole Office Support
Trial Office

POSITION SUMMARY: Under general supervision the Legal Associate functions as the sole support staff, coordinate office activities, and provide legal secretarial support to the trial office following agency policies and procedures in a professional and timely manner. Maintain knowledge of and observe ethical obligations required of a law office including client confidentiality.

GOALS AND ACTIVITIES:

20% A. Support effective representation of clients
   A1. Evaluate individuals and determine eligibility in accordance with Agency policies and procedures. Refer ineligible persons to the appropriate resources.
   A2. Maintain knowledge of cases represented by the SPD.
   A3. Maintain knowledge of Agency policies and procedures relating to eligibility evaluation and collection standards.
   A4. Interact professionally with all public defender staff and others in the judicial system.

30% B. Maintain case files utilizing provided computer software.
   B1. Process cases for opening by checking statute references and potential conflicts.
   B2. Set up, open, maintain and close cases on the computer. Send and maintain copies of the Order Appointing Counsel in compliance with policies and procedures.
   B3. Maintain security of case files.
   B4. Prepare reports as requested.
   B5. Process and sort notices of hearings and other file documents.
   B6. Maintain knowledge of all statutes, administrative codes and policies and procedures regarding cases and software usage.

10% C. Provide legal secretarial support to local office.
   C1. Accurately type pleadings, briefs, affidavits, motions, subpoenas, correspondence, memos and other legal documents from dictation, handwritten or typed drafts as directed.
   C2. Ensure that all typed material is proofread for the correct format, free of errors, and accurate spelling and grammar is utilized.
   C3. Ensure that client documents, including but not limited to, letters, transcripts, dispositional orders, and motions, are properly stored in client files.
   C4. Demonstrate a commitment to learning and improvement by attending and actively participating in regional, Agency, or other training opportunities.
Legal Associate – Sole Office Support
Trial Office

25%  D. Appoint cases to private bar attorneys.
D1. Contact private bar attorney or their staff to appoint cases following Agency and local office policies and procedures.
D2. Send and receive appropriate documents for the private bar attorney, forwarding information to administration as appropriate.
D3. Set up, open, maintain and close cases on the computer. Send and maintain copies of the Order Appointing Counsel in compliance with policies and procedures.
D4. Maintain knowledge of all statutes, administrative codes, and policies and procedures regarding appointment of private bar attorneys.

15%  E. Oversee office operations and performance of other office support duties
E2. Open and distribute mail; process outgoing mail.
E3. Maintain knowledge of attorney schedule to properly field calls and walk-ins.
E4. Photocopy and distribute memos and other information.
E5. Order office supplies as necessary.
E6. Arrange for the maintenance and repair of office equipment.
E7. Maintain active and inactive records and prepare records for transfer to retention center in compliance with SPD rules and regulations.
E8. Orient new staff to local office work procedures.
E9. Coordinate administrative functions as directed.
E10. Coordinate special projects, as assigned.
E11. Perform other duties as directed by management.
Legal Associate – Sole Office Support
Trial Office

Knowledge, Skills & Abilities
1. Knowledge and skills associated with office support and secretarial practices and procedures
2. Proficient with word processing software, (e.g. MS Word), spreadsheet software, (e.g. MS Excel), database software, (e.g. MS Access), e-mail & scheduling software programs (e.g. Google mail, MS Outlook) and internet usage
3. Proficient keyboarding skills
4. Proficient editing and proofreading skills
5. Transcription skills needed in some offices
6. Knowledge and skill utilizing legal office practices and procedures
7. Knowledge and skill utilizing legal terminology, forms and formatting
8. Basic math skills
9. Knowledge of an ability to apply financial evaluation guidelines
10. Efficient time management, organizational, problem-solving skills
11. Ability to multi-task and work as part of a team
12. Ability to accomplish tasks independently
13. Effective oral, written and interpersonal communication skills
14. Ability to work effectively with people, including those from different ethnic, cultural, political, economic, and religious backgrounds
15. Knowledge of the criminal justice system
16. Knowledge of SPD rules, policies and procedures
17. Maintain knowledge of and observe ethical obligations required of a law office, including client confidentiality.