

LEGAL ASSISTANT

JOB DESCRIPTION

Full Time 40 hours/week
Benefits; Medical, Dental, Vision
Retirement Plans
Vacation and Sick Time

QUALIFICATIONS:

Knowledge and Experience In:

- Principles, practices, and objectives as related to providing support and assistance to attorneys and staff members
- Advanced knowledge of community resources, agencies, and organizations and how they apply to cases
- Windows-based operating systems, Microsoft-Office (Word), email and the Internet

Education and Training:

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- Minimum of 2 years experience in secretarial work

Licenses/Certificates:

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- Possession of, or ability to obtain, a valid Colorado Driver's License and proof of Insurance

ESSENTIAL FUNCTIONS:

Legal Advocacy:

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- Responsible for providing information and assistance to attorneys.

- Provide court-related support for attorneys
- Maintain good communication with Court Clerk's, Law Enforcement Agencies, Defense Attorney's and the public to maintain quality and timely work

Office Duties

- Become familiar with e-filing system to e-file all documents to the Court
- Type all motions, governor's warrants, writs, and any other paperwork requested by the attorneys
- Process all motions to amend, dismiss, deferred judgment paperwork and amended charges
- Track all deferred judgments and unsupervised probation cases
- Front Staff for all incoming traffic
- Answer all telephone calls and transfer messages to appropriate person in office
- Enter all county cases in CDAC ACTION tracking system
- Process cases returned from court each day
- Relay files to the appropriate person in the office for further work
- Pull court docket for attorneys and furnish attorneys with copy of docket
- Process the daily mail, court rounds and law enforcement rounds
- Process all cases that have been sentenced, and date file for shredding
- File paperwork received in the office in cases
- Request and copy discovery for defense attorneys and defendants
- Date stamp all discovery and number each page as it is received
- Sign for all reports relayed to the office from law enforcement
- Copy all CD's, DVD's and tapes received from law enforcement for discovery
- Make files for all new felony cases and class 1 misdemeanor cases
- Pull files at end of year for shredding