

Scott County Government

Position Description Form

Position: Job Title: Paralegal Assistant (Criminal and Traffic cases)

Department Name: County Attorney's Office

Supervisor Title: County Attorney

Position Summary

Individual provides support to attorneys with criminal and traffic cases and obtains necessary documents and reports for hearings and trials.

Duties and Responsibilities

Essential Duties:

- Interviews law enforcement officials, other professionals, and crime victims regarding filing of Criminal and Traffic Complaints.
- Enters Criminal and Traffic Complaints in E-Warrant System.
- Reads complaints entered in E-Warrant system by law enforcement and reviews for compliance with statutory requirements.
- Witnesses the signing of complaints by the affiant.
- Assists individuals seeking to file EPO and 202A Petitions for adults and juveniles.
- Submits EPO and 202A Petitions to judge for review.
- Sends authorized 202A Petitions and Transport Orders to law enforcement for service.
- Prepares, organizes, maintains, and retrieves case files relating to pending and closed Traffic and Criminal Cases.
- Prepares and sends subpoenas in pending Traffic, Criminal, Juvenile, and Family Court Cases.
- Maintains record of service of subpoenas.
- Assists prosecutor during Traffic and Criminal Court proceedings.
- Prepares Traffic and Criminal Court Dockets weekly.
- Compiles case notes, citations, case reports, and CourtNet Histories in preparation of court dockets.
- Reviews affidavits and prepares motions for Contempt.
- Prepares cases for Pre-Trial Conferences.
- Records case notes during Pre-Trial Conferences.
- Requests discovery from law enforcement and other professionals.
- Sends discovery to attorneys.

- Retrieves reports from the Kentucky State Police Laboratory, and forwards reports to attorneys.
- Coordinates special prosecutor requests in occasions of attorneys having a conflict.
- Prepares and processes Governor's Warrants in instances of defendants not waiving extradition.
- Prepares and processes Fugitivity Warrants in instances of defendants waiving extradition.
- Assists attorneys with Jury Trial preparation.
- Maintains a Jury Trial calendar.
- Forwards cases sent to the Grand Jury to the Commonwealth Attorney's Office.
- Answers questions from the public regarding court proceedings and the filing of complaints over the phone or in-person.
- Reviews KYIBRS Reports brought into the office to see if a complaint can be filed.
- Acts as administrator for CourtNet and E-Warrant Systems.
- Maintains Office Law Library.

Secondary Duties:

- Performs other tasks requested by attorneys to assist in the processing of cases.
- Answers the phone and directs calls in the absence of the office receptionist.
- On-call for attorneys in our office to answer questions for law enforcement after regular business hours.
- Performs other duties as assigned or required

Position Dimensions

Education and Experience: The minimum amount of education and experience required. Specify the field of study or area of training, specific skills, and areas of experience.

Position requires a high school diploma or GED, an associate degree in paralegal studies or a related field, and two years of responsible experience as a legal secretary or paralegal. An individual can meet the minimum qualifications with an equivalent combination of education or experience to meet the minimum requirements. Preference will be given to candidates with any of the following; a bachelor's degree in a related field, four or more years of paralegal experience, prior experience working in a county attorney's office.

Technology: MS Office Suite, including Word, Excel, Outlook and database systems.

Working Conditions Component

Working conditions are the physical surroundings of a worker in a specific job.

Mark the work conditions that are present on the job.

- 75% or more of the work is performed indoors
- 75% or more of the work is performed outdoors
- Work is performed in equal amounts inside and outside
- Extremes of cold and temperature changes
- Extremes of hot and temperature changes
- Wet Surroundings: Contact with water or other liquids.
- Humid Surroundings: Atmospheric condition with moisture content sufficiently high to cause marked bodily discomfort.
- Sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing.
- Sufficient vibration (production of an oscillating movement or strain on the body or its extremities from repeated motion or shock) to cause bodily harm if endured day after day.
- Fumes such as smoky or vaporous exhalations thrown off as the result of combustion or chemical reaction.
- Odors to include any disagreeable sensation, stimulation, or perception of the sense of smell.
- Dust such as textile dust, flour, wood, leather, feathers, etc., and inorganic dust such as silica and asbestos which make the workplace unpleasant.

List any other disagreeable elements present in the work environment.

Strength Rating

Following are descriptions of the five terms in which the Strength Requirement is expressed. Check the appropriate description that best describes the overall physical demands of the position.

- S-Sedentary Work** – Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, push, carry, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary when walking and standing are required only occasionally and all other sedentary criteria are met.
- L-Light Work** – Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work: (1) when it requires walking or standing to a significant degree, or (2) when it requires sitting most of the time but entails pushing and/or pulling of arm or leg controls; and/or (3) when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials event though the weight of those materials is negligible. NOTE: The constant stress and strain of maintaining a production rate pace, especially in an industrial setting, can be and is physically demanding of a worker even though the amount of force exerted is negligible.
- M-Medium Work** – Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.
- H-Heavy Work** – Exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for medium work.
- V- Very Heavy Work** – Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Heavy Work.