



# Grand County

## Job Description

<b>Title:</b>	Executive Paralegal / Office Manager	<b>Job Code:</b>	1310
<b>Division:</b>	Administration	<b>Effective Date:</b>	9/2017
<b>Department:</b>	County Attorney	<b>Last Revised:</b>	

### GENERAL PURPOSE

Performs a variety of **full performance complex legal administrative duties** designed to expedite legal services provided through the office of the County Attorney. Manages criminal cases for prosecution and civil matters. Oversees the administration of the County Attorney's Office.

### SUPERVISION RECEIVED

Works under the direct supervision of the County Attorney.

### SUPERVISION EXERCISED

Performs immediate to close supervision of staff.

### ESSENTIAL FUNCTIONS

Assists to maintain office calendar for County Attorney and all other attorneys employed by the Grand County Attorney's Office. Schedules court hearings and related appointments; performs general clerical and secretarial duties for the County Attorney related to typing, word processing, filing, speed writing, and making copies; coordinates work with other departments. Maintain database of criminal cases, document reports as they are received and process appropriately.

**Criminal:** Manages Felony and Class A Misdemeanor criminal cases for prosecution from the initial filing, through sentencing: attends necessary court hearings such as Initial Appearances, Arraignments, Suppression Hearings, Pre-trial Conferences, Restitution Hearings, Jury Trial Settings, Jury Trials, Warrant Hearings, and Sentencing. Obtains and analyzes police reports, obtains and document criminal history, photographs, videos, statements, and medical records. prepare Information and file with the Court, request and obtains Information, i.e., drug results, reports, certified prior convictions, certified driving record, protective orders, etc., provides discovery to defense attorneys, Probable Cause Statements, Warrants, offers, Discovery, prepare criminal cases for court proceedings; prepare Plea in Abeyances, motion and orders, Order to Show Causes, subpoenas, Statements of Restitution, jury instructions, etc., and other sensitive documents for consistency and accuracy. Prepare files for Jury Trials, contact victims of crime(s) to notify them of Court hearings, issue and obtain Victim Impact Statements, etc., and notify victims of the case outcome. Assist with Civil Stalking Injunctions/orders, Protective Orders, and Protective Orders on Behalf of a Child, prepare for competency hearings. Review and respond to GRAMA requests. Screens criminal cases effectively and accurately with law enforcement. Reviews complaints, Information, briefs, and for potential suppression issues as well as county liability, and other sensitive documents for consistency and accuracy.

Serves as the extradition coordinator for Grand County and complies with rules and regulations from other states regarding extradition of defendants to the County. Serve as forfeiture coordinator for County Attorney's Office.

Work with defense attorneys to resolve cases in parameters established by the County Attorney.

**Grand County Drug Court Coordinator:** Manage cases from screening to completion of Drug Court Program (indeterminate period of time). Prepare screening and final judgment on cases, attend court hearings and staffing meetings on a weekly/semi monthly, review and communicate with and review reports from GCSO Drug Court Tracker, Four Corners Community Behavioral Center, Adult Probation and Parole, other law enforcement agencies, the prosecutor, public defender or other defense attorneys, court personnel and Judge. Review and file motions for County Attorney's Office, Adult Probation and Parole, and from Defendants/Drug Court Participants. File Adult Probation and Parole Orders to Show Cause, Warrants of Arrest, etc. Maintain a database of participants, cases, violations, and completion dates.

Manages and assists in the Justice Court cases as needed from initial filing, through sentencing. Attends necessary court hearings such as Arraignments, Suppression Hearings, Pre-Trial Conferences, Restitution Hearings, Jury Trial Settings, Jury Trials, Warrant Hearings, and Sentencing. Obtains and analyzes police reports, obtains and document criminal history, photographs, videos, statements, and medical records. Prepares Informations and files with the Court, requests and obtains Information, i.e., drug results, reports, certified prior convictions, certified driving record, protective orders, etc., provides discovery to defense attorneys, Probable Cause Statements, Warrants, offers, Discovery, prepare criminal cases for court proceedings; prepare Plea in Abeyances, motion and orders, Order to Show Causes, subpoenas, Statements of Restitution, jury instructions, etc., and other sensitive documents for consistency and accuracy. Prepare files for Jury Trials, contact victims of crime(s) to notify them of Court hearings, issue and obtain Victim Impact Statements, etc., and notify victims of the case outcome. Assist with Civil Stalking Injunctions/orders, Protective Orders, and Protective Orders on Behalf of a Child, prepare for competency hearings. Review and respond to GRAMA requests. Screens criminal cases effectively and accurately with law enforcement. Reviews complaints, Informations, briefs, and suppression issues as well as county liability, and other sensitive documents for consistency and accuracy.

Manages Juvenile Court cases from initial filing through sentencing. Attends necessary court hearings such as Initial Appearances, Arraignments, Suppression Hearings, Pre-Trial Conferences, Restitution Hearings, Detention and Warrant Hearings, and Sentencing. Obtain and analyzes police reports, photographs, videos, statements, and medical records. Prepares and reviews complaints, Information, Probable Cause Statements, Warrants, offers, motion and orders, Order to Show Causes, Victim Impact Statements, subpoenas, Statements of Restitution, Jury instructions, etc., and other sensitive documents for consistency and accuracy.

**Case Assistance:** Logs and disseminates law enforcement reports; receives and enters reports into tracking spreadsheet; posts case information into database to ensure proper recordkeeping for all active and pending prosecution cases; ensures proper routing of legal documents; calendars due dates for various criminal case processes; assists attorneys in meeting various case deadlines; calendars court dates and schedules hearings; prepares court, assures that all files for review or courtroom are prepared; assures proper notification is given to police officers, witnesses or others.

Terminal Agency Coordinator (TAC) for Bureau of Criminal Identification (BCI): Conducts background checks, set up users, trains and test staff on use and procedures for operating the BCI System, maintain accurate training records, run and maintain logs of criminal histories ran by each staff member, reset passwords, attend yearly mandatory training to continue BCI system use. Prepare responses to BCI and FBI, audits and maintain necessary documentation related to the audit and other UCJIS/TAC documentation. Supervise the Alternate TAC.

**Civil:** Assist and attends as necessary County Council meetings, closed sessions, representation of County Attorney, responds to questions, advise, within parameters, of legalities or opinion of County Attorney, public hearings, court hearings, etc., as needed. Receives and processes a variety of Civil requests such as, legal reviews, legal opinions, contracts, renewal contracts, policies and procedures, ordinances, leases, bankruptcies, lawsuits, personnel action, appeals, code enforcement, etc. Review and respond to GRAMA requests referred to County Attorney from other county departments and advise of appropriate disclosure and responses and prepare response when requested or necessary. Refer necessary legal reviews to the appropriate civil attorney and track and prepare all responses. Maintain document database and tracking for civil cases. Coordinate lawsuits and notices of claim with clerk's office, insurance provider and other involved parties. Represent County Attorney opinions, within parameters to other departments as needed. If a matter arises that is out of ability of paralegal, consult attorney then relay as appropriate or refer to attorney.

Work closely with a variety of agencies and attorney's, including Council Members, Council Administrative Staff, Planning and Zoning, Building Department, County Road Department, Clerk Auditor's Office, Assessor's Office, Treasure's Office, Records Office, Court personnel, etc.

**Administrative Duties:** Performs duties related to the efficient daily planning, management, and operations of the County Attorney's Office and assures work quality consistent with goals and objectives. Establishes work priorities and assignments for office staff; assists in developing and monitoring the office budget and processes invoices. Attend meetings as required with multiple agencies, work with other county officials, local, State, Federal law enforcement agencies, Attorney General's Office, Utah Prosecution Council, Utah State Bar.

Performs general clerical, secretarial and paralegal duties for the county attorney and other county attorneys by greeting the public and directs to proper legal staff, responds to inquiries and provides basic information related to office processes and procedures; provides initial contact and assistance to various law enforcement officers, attorneys, state agencies and victims; assists probation, parole and DCFs personnel; apprises callers of status of various cases; exercises judgment related to confidentiality and propriety of case, hearing, warrants and related sensitive material. Performs typing, word processing, filing, dictation, scheduling appointments, answering telephone, fax machine, scanner, copying, etc. and coordinates with other departments and personnel regarding work with their departments.

Comply with all CLE (Continuing Legal Requirements) that may be set forth by the Utah Prosecution Council, legal research, West Law proficiency, keep current on all Utah law including yearly legislative changes, keep current on all appellate and supreme court criminal case decisions.

**MINIMUM QUALIFICATIONS**

- 1. Education and Experience:
  - A. Courses or background in general office skills; plus (2) years of specialized training provided through college, vocational training, etc. Paralegal Certificate;
  - AND
  - B. Six (6) years of experience as a legal secretary or in some other comparable position providing exposure to legal terminology, methods, and procedures;
  - OR
  - C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:  
**Considerable knowledge of** modern office practices and procedures; legal terminology, excellent grammar, punctuation, spelling and editing skills and attention to detail, English, etc.; the legal procedures of trials and courts; various knowledge related to criminal document processing; the operation of personal computer and various software applications for word processing, spread sheets, data base management and desk top publications; Utah code, law library and various case material sources. and proficiency in Westlaw of LexisNexis, legal research and writing.

**Ability to** perform legal research and writing; ability to maintain filing and record keeping system involving case materials, codes, laws, and case law. Maintain and update databases; operate calculator, copy machine, Dictaphone, and other types of standard office equipment; recognize sensitive and/or confidential information and keep information confidential.

Ability to multitask and work quickly and accurately, organizational and communication skills, willingness to work long hours when needed.

3. Special Qualifications:  
Must be a Certified Paralegal Assistant. Maintain continuing educations credits for certifications. Must be able to demonstrate proficiency in keyboard operations. Must be able to pass a background investigation

4. Work Environment:  
Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Rapid work speed required to perform keyboard operations. Common eye, hand, finger, leg and foot dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and some creative problem solving. Job requires exposure to stressful situations and graphic content.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date \_\_\_\_\_  
(Employee)