

**ANDROSCOGGIN COUNTY GOVERNMENT**

**JOB DESCRIPTION**

**TITLE:** TRIAL ASSISTANT

**PAY GRADE:** 5

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

High School diploma: Associate's Degree in legal administration or business preferred and one to two years of related work experience, preferably working in a law environment; or any equivalent combination of education, training, and experience.

**Special Requirements:**

Notary Public helpful.

Must be able to obtain: Limited Access Certificate - Messenger

**Knowledge, Ability and Skill:**

*Knowledge:* Knowledge of how the court system operates. Familiarity with legal terms.

*Ability:* Ability to do multiple tasks at the same time. Strong ability to prioritize. Ability to handle details with precision and accuracy. Ability to handle the more difficult customer service requests. Ability to work with people from a variety of backgrounds and cultures. Compassionate and sensitive with people of all degrees of life. Ability to work with and handle confidential information following department procedures.

*Skill:* Organizational and case management skills. Proficiency of computer operations to include report generation, internet and email; word processing, database, and spreadsheet applications. Skill with Justware and TIP program.

**Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* While performing the duties of this job, the employee is frequently required to work at a desk; regularly convey information to employees and the public; regularly move about inside the office to access file cabinets and office machinery; and traverse stairs. The employee must occasionally lift and/or move objects weighing up to 15 pounds, such as supplies, folders, and books. Ability to operate a keyboard and calculator at efficient speed and to sit and view computer screens for extended periods of time.

**Position Purpose:**

The purpose of the Trial Assistant position is to assist Team by providing administrative support for Assistant District Attorneys. Receives and records new cases from Police Departments in the appropriate manner. Processes and tracks assigned caseloads. Maintains accurate data entry and file records until the cases conclusion. Performs all other related work as required.

**Supervision:**

*Supervision Scope:* Performs varied and responsible functions requiring comprehensive knowledge of department/division operations and the exercise of judgment in responding to inquiries, in dealing with the public, and in administering the functions of the office in accordance with established departmental policies and standards.

*Supervision Received:* Works under general supervision.

*Supervision Given:* May be required to oversee the work of interns, temporary help, or other Trial Assistants in training.

**Job Environment:**

Work is performed under typical county office conditions.

Operates computer, telephone and other standard office equipment.

Makes frequent contacts with county officials, court employees, media and state agencies and representatives. Contacts are primarily in person, by telephone and in writing and involve discussing routine and semi-complex information; contacts with the public require considerable patience, tact and discretion.

Has access to a wide variety of department-level and/or county-wide confidential information requiring the application of appropriate judgment, discretion and professional office protocols; confidential information includes serious legal matters.

Errors could result in delay, confusion and cause adverse public relations for the county, and have legal repercussions.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Assists District Attorney and/or Assistant District Attorneys by serving as trial assistant.

Assists the Prosecution by entering into the Justware database all referred criminal cases for assigned police department, drafting and filing charging documents with the court, making copies of the report and complaint for discovery and for the office file.

Assists Department by organizing and maintaining assigned case files neatly and accurately in both the physical and computerized files in the database.

Assures accurate records by making sure that files completely reflect dispositions, continuance dates and/or reasons for continuances and entering into Justware database.

Assist victims and witnesses by maintaining contact, by preparing correspondence to them and providing them with information and assistance throughout the duration of any given case. This includes; notification of hearings, discussing restitution, explaining plea negotiations, Assistant District Attorney recommendations, and informing them of sentencing dates and accompanying distraught victims to court.

Assist District Attorney and/or Assistant District Attorneys by helping them prepare for court, including setting up audio/video equipment in the courtroom for trials and motions as needed.

Assists District Attorney and/or Assistant District Attorney by being in court to provide clerical and administrative support services.

Assures all information drop downs and motions are prepared by typing same and getting them docketed by the court.

Assists District Attorney and/or Assistant District Attorneys by preparing and filing various legal documents including protection and/or continuance motions.

Ensures departments ability to produce witnesses for trial by preparing numerous subpoenas and tracking service on assigned cases.

Assures court appearances by notifying all police personnel, professional and civilian, witnesses of all required court appearances.

Assists witnesses by recording attendance and checking mileage and providing the information to the Executive Assistant.

Assists District Attorney and/or Assistant District Attorney by maintaining the in-custody lists from the jail, including pulling the pending files for court and keeping records of approval/rejection status on prisoner cases and providing status information to the court and the Androscoggin County Jail transport personnel.

Assures accurate information for assigned cases by reviewing all incoming motions and correspondence and handling appropriately.

Works with the Court to ensure we have the most up to date court docket list and are prepared to proceed on cases in court.

Assist District Attorney and/or Assistant District Attorney by organizing and preparing all court docket lists and gathering all case files and ensuring that the files are complete and in order for the court appearance.

Prepares discovery in all criminal cases which includes copying of police reports, DVD/CD's, photographs and any materials which are discoverable under the Maine Rules of the court.

Interacts with various individuals by handling all matters related to providing discovery to defense attorneys and pro se defendants as well as follow-up with police agencies to obtain and provide additional discovery.

Assists Defense Attorneys by answering their questions and acts as their liaison with District Attorney and/or Assistant District Attorneys.

Maintains accurate records by retrieving and processing and filing mail, criminal history reports, Department of Motor Vehicle paperwork, Public Health Laboratory, alcohol and drug analysis results on a daily basis.

Ensures operation of equipment by acting as the contact person with equipment service providers, completing preventive maintenance requirements, calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques.

Assists the team and office by acting as backup for co-workers and receptionists.

Maintains professional and technical knowledge by attending educational workshops; establishing personal networks; participating in professional societies.

Contributes to team efforts by accomplishing related results as needed.

Handles work in a confidential and sensitive manner when dealing with defendants, victims, and cases.

Handles all incoming mail in a timely and sensitive manner.

Checks custody lists to ensure proper paperwork from the police department; ensures proper ADA handling.

Fulfills job function by participating as an active member of training; participating on county task forces and performing other responsibilities as assigned. Keeps abreast of the latest technology, procedures, methods, systems, and materials employed in the industry.

Performs similar or related work as required, directed or as situation dictates.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

NORMAL WORK WEEK: 40 Hours

Approved: 01/21/15