

Legal Assistant Job Responsibilities:

Enhance attorney effectiveness by developing case information, evidence, and settlement options; tracking cases; supporting attorneys' trial proceedings.

Legal Assistant Job Duties:

- Prepare drafts of legal documents for review prior to filing (electronic or otherwise) with the appropriate entities.
 - Indictment, Complaint and Information, Probation Violation, and Bond Revocation documents
 - Transport Orders, Bench Warrants, Petitions and Summons, Order to Show Causes, Subpoenas and etc.
- Prepare documents for the organization and maintenance of the duties assigned.
 - Correspondence to and from defense attorneys and defendants
 - Discovery organized to the files, and submitted in a timely fashion to defense attorneys
 - Distribute orders, warrants, petitions, summons, and etc. documents appropriately
 - Maintain an organized computer file system in addition to a hard copy file system
- Prepare and monitor workload and calendars.
 - Set matters on the court docket
 - Correlates the court docket with the office docket and files
 - Distribute completed and updated court calendars
 - Schedule attorneys, victims, witnesses, defendants, etc...
 - Request and track discovery progress until completed
 - Reports, lab results, affidavits, bond documents, booking reports,
 - Statements, supplemental reports, video, audio, criminal histories,
 - Previous criminal judgements, and reports, etc...
- Keep cases organized by establishing and organizing files; monitoring calendars; meeting deadlines; documenting actions; inputting information into file database and case management software; confirming case status with attorney.
- Help develop cases by maintaining contact with people involved in the case; scheduling depositions; preparing and forwarding summonses and subpoenas; drafting complaints; preparing and filing discovery requests; preparing responses to opposing counsel; generating status reports.
- Keep attorney and defense attorneys informed by maintaining contact; communicating case progress.

- Maintain case costs by verifying outstanding balances with attorney, defense attorneys, state and county departments and the county auditor.
- Support case preparation by preparing case summaries and materials for mediation conferences; preparing pleadings; monitoring and obtaining discovery responses; organizing materials for team case review.
- Enhance trial proceedings by organizing evidence; preparing exhibits; scheduling witnesses; ensuring that witnesses are ready when needed; taking courtroom notes.
- Update job knowledge by participating in educational opportunities; reading professional publications.
- Accomplish organizational goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Legal Assistant Skills and Qualifications:

- Knowledge and experience in criminal law, such as rules and procedures of Circuit Court
- Good judgment, discretion and diplomacy in sensitive and confidential contacts with the general public, the press, law enforcement, defense attorneys, and witnesses
- Strong communication skills
- Ability to deal with subject matter of criminal caseload, which is often unpleasant, intimidating, and otherwise emotionally charged
- Ability to remain calm under stressful conditions
- Good reporting skills
- Strong research skills
- Ability to manage multiple tasks, while maintaining a high level of attention to detail
- Ability to maintain discretion with information disseminated to this office
- Must be dependable, and exhibit a demonstrated work ethic